



### **Position: Information Services Intern**

This classification is intended to provide flexible internships to students, pursuing a graduate level library science degree from an ALA accredited academic institution, and who are interested in working in a public library. Length of the internships will vary, based on the incumbents' availability, from a minimum of one year to a maximum of two years. The intern will be placed in one department in public services, and will be assigned a mentor in that department. The mentor will provide guidance for the intern and ensure that the intern is exposed to a variety of assignments and experiences, comprising a well-rounded public librarian internship.

#### **Job Duties:**

- Provides readers' advisory, reference services and computer assistance using a variety of collections, materials and formats.
- Participates in collection development and maintenance as needed, keeping within monetary and physical space constraints.
- Plan, implement and promote programming services appropriate to the needs of the community.
- Works positively and collaboratively across departments to accomplish department goals.
- Engage in outreach opportunities within the community.

#### **Job Requirements:**

- Currently enrolled in a Master's Degree in Library/ Information Science from an ALA accredited program.
- Knowledge of adult and youth literature preferred.
- Dedication to public service.
- Enthusiastic, friendly, self-motivated and creative.
- Strong obligation to confidentiality.
- Strong organizational skills and attention to detail.
- Knowledge of Internet and computer related technology.
- Excellent oral and written communications skills.
- Physical mobility, vision, hearing, and manual dexterity essential.
- Maintain physical condition necessary for sitting, standing, bending, and /or walking for extended periods of time; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; push or pull with wheeled cart up to 500 pounds; operating assigned equipment; picking up litter; spreading ice melt.
- Evening, weekend, and some holiday hours are required.

**Salary:** \$11.52 per hour

**Hours:** 18 hours per week

- Monday, 3:30-9 p.m.
- Tuesday, 9:30 a.m. – 5 p.m.
- Friday/Saturday (one Saturday every 2 weeks – C Team), 9:30 a.m. – 4 p.m.

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**Benefits:** None

**Application:**

- Resume, cover letter and application required.
- Available at <http://www.novilibrary.org/About-Us/Employment-Volunteering.aspx>
- Send to: Marcia Dominick, Administrative Assistant  
Novi Public Library  
45255 W. Ten Mile Road  
Novi, Michigan 48375
- E-mail: [mdominick@novilibrary.org](mailto:mdominick@novilibrary.org)

**Deadline:** Until Filled