Job Title: Part Time Reference Librarian

Starting Wage: $17.00 / Hour

Scheduled Hours: 16-22 hours per week
Mondays, Thursdays (12-8PM) and 2 Saturdays/month (10AM-4PM)
-Occasionally more hours depending on programs, vacations and other factors

Benefits: Paid Holidays and pro-rated paid vacation time/personal time

Application Deadline: Monday, January 20, 2020

Application Instructions:
Submit cover letter and resume to Kimberly Schaaf: kschaf@springfield.lib.mi.us

Position Summary/Responsibilities:
- Friendly assistance to patrons navigating resources in all areas of the library.
- Reader’s advisory: signage, displays and helpful conversation with patrons.
- Technology assistance to patrons with downloadable content to devices.
- Ability to assist patrons with Microsoft Office applications, internet, printing, email and other basic questions on public computers.
- Work independently on special projects.
- Programming assistance with hosting speakers, connecting projection technology when necessary and welcoming patrons to various library events.
- Occasional marketing assistance with signage, website, social media or digital presentation.

Required Qualifications
- Graduate or student of Master of Library Science from an ALA accredited program.
- Basic technology competency skills along with knowledge of digital resources.
- Enthusiastic, friendly, customer service attitude.
- Must be able to stoop, bend, reach, walk, stand, and lift up to 20 pounds.

Preferred Qualifications
- Experience working in public library environment.
- Understanding of TLN shared system ILS.