

Southfield Public Library

Position: *Library Intern – Adult Services*

Qualifications:

- Bachelor's Degree
- Current enrollment in a Master's degree program in information and library science at the time of hire

Duties:

- Provide reference and reader's advisory service to library patrons.
- Assume collection development responsibilities for assigned collections.
- Assist librarians with library programs, with some independent programming opportunities available.
- Serve on library and divisional committees.
- Collect and compile library statistics in a spreadsheet.
- Create and maintain book displays.
- Order and distribute income tax forms.
- Sort and route divisional mail, including publisher catalogs.
- Order and distribute supplies for department.
- Update departmental manuals as assigned.
- Other duties as required.

Salary and Benefits:

- \$11.00/hour/first year
- \$12.00/hour/second year
- Tuition reimbursement allowance
- Vacation leave, sick leave, personal business leave and paid holidays
- Incentive bonus upon completion of the two year program
- Health insurance

Hours:

- 30 hours/week including evenings and weekend hours
- This is a two year position

Deadline: **Friday, October 13**

Application: Please send a cover letter and resume to:

David Ewick
City Librarian
Southfield Public Library
26300 Evergreen Road
Southfield, MI 48076
dewick@southfieldlibrary.org