

Southfield Public Library

The Southfield Public Library's internship program offers paid, practical library experience for students currently enrolled in a School of Information/Library Science Master's program. Students are responsible for providing evidence of enrollment and satisfactory progress toward completion of their degree.

Library Intern – COMMUNITY OUTREACH

Qualifications:

- Bachelor's Degree
- Current enrollment in a Master's degree program in Information and Library Science at the time of hire
- Experience with the Adobe Creative Suite (InDesign, Illustrator & Photoshop) and Microsoft Office is desired

Duties:

- Developing and implementing Library programs
- Assisting with Library promotion and marketing
- Designing flyers and promotions for the library
- Working with social media
- Assisting Administration with meetings, accounting, filing, etc.
- Providing reference and reader's advisory service at the Adult and Youth public service desks

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:

- 40 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