

Southfield Public Library

Position: *Library Intern – Technology Services*

Qualifications:

- Bachelor's Degree
- Current enrollment in a Master's degree program in Information and Library Science
- Knowledge of HTML and CSS
- In-depth knowledge of Microsoft Office software
- Experience in technical support is desired

Duties:

- Updating, Editing and Creating content for the Library's web site and the Library's informational screen displays
- Assisting in the operation of the Library's public computer time-management system
- Providing direct service to patrons on the phone and in person
- Support of library events requiring audio visual equipment
- Teaching Technology classes and developing new classes
- Maintaining public copiers and managing vending / change machine cash
- Special projects as assigned

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: **Monday, May 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