

Southfield Public Library

LIBRARY INTERNSHIP

Adult Services Division

2-year position

30 hours/week

Be marketable after graduation! Apply now for a library internship at the Southfield Public Library! Increase your odds of successful employment with an internship at one of the most prominent and culturally diverse Metro Detroit area libraries. An Adult Services internship at our library provides a unique opportunity to gain invaluable, practical experience and puts you a step ahead of other graduates. Work in a supportive, inclusive environment, complete with compensation and benefits such as health care and paid time off.

The [Southfield Public Library](#) (SPL) is looking for an Adult Services Intern who shares our vision, “We Help People Succeed.” Our library enriches the life of the community by providing opportunities to learn, connect, enjoy and discover. Join our staff and share your ideas for creating a better today and tomorrow for our patrons. The library is an architecturally acclaimed facility located on the beautiful, centrally located City of Southfield municipal campus.

POSITION AND DUTIES

Interns are an integral part of the Southfield Public Library’s operations. During the Adult Services internship, you will gain experience working on public service desks, providing reference and reader’s advisory service. You will help patrons use their mobile devices to access the library’s exemplary digital resources. Valuable in-person and virtual programming experience will be obtained by assisting librarians plan and implement library programs. You’ll learn collection development from senior librarians and take responsibility for an assigned book collection. Use your creativity to make attractive book displays highlighting library materials. The overall goal of library internships is to provide students with real life library experience and guidance while working alongside professional librarians.

QUALIFICATIONS

- Bachelor’s Degree
- Enrollment at the time of hire in a master’s degree program in Library and Information Science accredited by the American Library Association.
- Able to work collaboratively with staff at all levels and in all areas of the organization.
- Commitment to serving a diverse population in positive and meaningful ways.

DESIRED SKILLS MAY INCLUDE:

- Customer service experience
- Familiarity with Microsoft Office 365 and TEAMS
- Experience working with social media platforms, video content creation, and streaming video

SALARY AND BENEFITS

- \$15.00/hour first year; \$16.00/hour second year
- Vacation, sick time off, personal business leave, and paid holidays

Southfield Public Library

- Health insurance
- Tuition reimbursement allowance
- Incentive bonus upon completion of the 2-year position

HOURS AND PLACEMENT

- 30 hours per week. Consideration will be given to academic workload and class schedules when arranging work schedule.
- Daytime, evening, and weekend hours will be required.
- The successful candidate will be placed within the Adult Services division.

DEADLINE: Open until filled.

TO APPLY: Send cover letter, resume and [City of Southfield Application for Employment](#) to Mary Beall, Acting City Librarian, Southfield Public Library, 26300 Evergreen Road, Southfield, MI 48076 or email to mbeall@southfieldlibrary.org