

Southfield Public Library

LIBRARY INTERNSHIP

Technology Services Division

2-year position

40 hours/week

Are you energized thinking about how libraries can benefit by embracing and deploying technology? We are! The [Southfield Public Library](#) (SPL) is looking for a Technology Intern who shares our vision for moving the library forward through a combination of exceptional public service and incorporation of innovative technologies. The library is located on the Municipal City Campus in a park-like common area. SPL is housed in a stunning uniquely designed, architecturally acclaimed facility.

Throughout the past two years SPL has dramatically increased the quantity and quality of virtual programming offered to the public, increased the availability of streaming media services, and developed the ability to provide contactless patron computer and support services. We're building a circulating collection of web connected devices and looking forward to accomplishing much more.

POSITION AND DUTIES

Interns are an integral part of the Southfield Public Library's operations. During an internship, you will work closely with Technology division career staff. Opportunities to participate in server, endpoint, and network software and hardware updates, and implementations are regular occurrences. Contribute to the update, design, and development of the public facing and intranet sites, and gain understanding of the technology foundation required to sustain a modern public library. To round out the internship you will work on public service desks, providing reference and reader's advisory service. Assist patrons with their mobile devices and laptop computers and showing them how to use the library's digital collections during your internship. Gain experience developing and conducting programs through assisting librarians with library programs and classes to the public. Learn collection development from senior librarians and take responsibility for an assigned collection. The overall goal of the library internship 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 (Lack of these skills is not disqualifying)

- Customer service experience
- Web design and development experience
- Experience with the Adobe Creative Suite or Canva
- Familiarity with Microsoft Office 365 and TEAMS
- Experience working with social media platforms, video content creation, and streaming video
- Knowledge of client and server scripting languages

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SALARY AND BENEFITS

- \$15.00/hour first year; \$16.00/hour second year
- Vacation, sick, personal business leave, and paid holidays
- Health insurance
- Tuition reimbursement allowance
- Incentive bonus upon completion of the 2-year position

HOURS AND PLACEMENT

- 40 hours per week. Consideration will be given to academic workload and class schedules when arranging library schedules.
- Daytime, evening, and weekend hours may be required
- The successful candidate will be placed with the Technology Services division.

DEADLINE: 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 needs mbeall@southfieldlibrary.org