

Full or Part-Time Library Assistant

Job Summary

Library Assistants are responsible for providing excellent patron service while working at the circulation desk, shelving materials, or performing other tasks. Library Assistants should be patron-centered, service-oriented, detail-conscious, and willing to assist with a wide variety of library responsibilities. They work under the supervision of library administrators and are guided in their duties by circulation desk supervisors.

Full-Time Benefits:

Health Insurance
Dental
Sick Leave
Vacation
Holiday Pay
Disability/Life Insurance
Retirement Plan (ND PERS)

Part-Time Benefits:

Sick Leave
Vacation
Holidays (Must be scheduled 10 hrs. per week or more)
Retirement plan (Must be scheduled 20 hrs. per week or more)

Starting Wage:

\$13.00/Hr.

Schedule:

Hours vary, will discuss with applicant. (Includes some weekends)

Required Skills:

- Excellent customer service skills
- General computer and library knowledge
- Willingness to learn
- Ability to work independently
- Must be comfortable working with children
- Must be open to exchanging the occasional weekend or evening shift
- Ability to multi-task
- Must be detail oriented
- Must be dependable

Major Duties and Responsibilities:

- Check materials in and out.
- Shelf returned items.
- Assist patrons with computer use, including e-mail set-up, internet searching, and office programs.
- Assist patrons with e-reader devices and other technologies.
- Help patrons with office equipment, including photocopier and microfilm reader/printer.
- Assist with information requests, using in-library materials and other resources, including the internet.
- Provide help with local history and genealogical requests from both local and non-local patrons.
- Take and verify inter-library loan requests.

Other duties as assigned.

How to Apply:

Apply online at jrvls.org.