

Marshall District Library Job Posting

AVAILABLE POSITION: Part-time Library Clerk, Systems Department

WORK SCHEDULE: 6-12 hours per week, including evening and weekend hours.

PAY RATE: \$12.78 per hour, no benefits.

JOB SUMMARY: Regular duties include providing circulation, reference, and readers' advisory services for patrons of all ages. Additional duties include assisting with clerical work, interlibrary loan, and departmental projects.

REQUIREMENTS: Minimum high school degree. Commitment to respectful and positive customer service style. Excellent communication skills essential. Demonstrated knowledge of library materials, resources, and computer technology. Ability to perform clerical tasks as assigned.

Additionally to perform the essential functions of the position, an individual will be required to maintain a physical condition necessary for sitting, moving, and/or standing for long periods of time; lifting or carrying light to moderately heavy objects; operating assigned equipment, including computers.

APPLY: Submit application or resume to: Angela Semifero, Library Director, Marshall District Library, 124 W. Green Street, Marshall, MI 49068. Electronic submissions to: SemiferoA@YourMDL.org. Applications are due by Friday, July 19, 2024 at 5:30 pm.

PLEASE NOTE: All candidates will be notified of our decision by mail or email within 3-4 weeks after the deadline date. We ask that no inquiries be made about the status of your application during this period.

Marshall District Library does not discriminate in its employment practices.