

## Employment Opportunity: Part-Time Library Assistant



### Description, How to Apply, and Contact:

Union Library of Hatborough, located in Hatboro, PA, seeks a part-time Library Assistant.

The Library Assistant greets, directs, and provides information to library customers and performs a variety of clerical tasks related to the processing, sorting and circulation of library materials using our Integrated Library System.

Other responsibilities include

- Issuing library cards, checking materials in and out, reserving books, cash management from fines and fees
- Answering the phone.
- Assisting patrons with finding library materials,
- Answering patron computer/technology questions and troubleshooting,
- Monitoring appropriate use of the facility. This can include managing patron behavior.

This position requires a great deal of contact with the public and high computer competency. Candidates must have the ability to work in a fast-paced environment and have excellent customer service skills.

The position is approximately 14.5 hours per week, with some evenings and some Saturday availability required. The schedule for this position is: Mondays 12:30-5pm, Tuesdays 4-8pm, and Fridays 12-5pm during the school year, with hours slightly reduced during the summer. There are sometimes opportunities for Saturday hours as well.

This position would be ideal for a current MLIS student or recent graduate. High school diploma required, some college preferred. General knowledge of library principles and practices, interest in library programming, and comfort with public speaking preferred.

New employees are required to have a current Pennsylvania Child Abuse History Clearance, and background checks.

Rate of pay: \$9.00

Submit resume and cover letter as PDF files to: [Director@HatboroLibrary.org](mailto:Director@HatboroLibrary.org)