



## **Position Available – Part -Time Library Assistant (St. Henry Branch Library)**

**Mercer County District Library – Celina —15 hours/week**

**Description:** Under moderate supervision, the Library Assistant provides reference, reader advisory, outreach, and program services to the public and assists patrons in the use of library resources and equipment. Provides service support to Librarians and other professional staff for various functions, including collection development and use, and program promotion.

The Library Assistant provides direct library services to patrons such as reference, technology related guidance and reader advisory, and provides services to meet the needs of a specific age group which may include children, adolescents, adults or other group depending upon training and assignment at the Mercer County District Library.

**Qualifications:** Prior Customer Service experience preferred. High School Diploma or equivalent required. Prior data entry and computer experience is also required.

**Deadline:** 9:00 p.m., September 30, 2019.

**Hiring range:** \$11.70 per hour. Great benefits.

Please submit or email a completed job application to Elizabeth Muether at [contact@mercerlibrary.org](mailto:contact@mercerlibrary.org).

Copies of the job application and complete job description are available at [MercerLibrary.org/about/employment](http://MercerLibrary.org/about/employment)