

## **JOB OPENING**

### **PART-TIME LIBRARY ASSISTANT**

The Town of Northbridge seeks candidates to fill a part-time Library Assistant position at Whitinsville Social Library.

This is a public facing position at our circulation desk.

Candidates must be available to work on Mondays and Wednesdays (from 3 PM-8 PM) and at least one Saturday (from 10 AM-2 PM) a month. Hours will not exceed 19.5 hours per week. This is a non-benefited position.

#### **Primary responsibilities:**

- Providing direct customer service in person, via telephone, and email to people of all ages, abilities and backgrounds from the community.
- Promoting Whitinsville Social Library services including physical and electronic resources.
- Demonstrating to patrons how to use self-service options including using their online library account, library apps, printing, registering for events and museum passes, downloading e-books & e-audiobooks, and other library resources and e-resources.

The work is detail orientated and can be fast-paced. Job involves standing, walking, or using stairs for the entire shift. Other responsibilities may be assigned.

#### **Required Qualifications:**

- Experience in providing excellent customer service and working with the public in-person and via telephone.
- Excellent with personal computers including Microsoft Office, online searching, Internet/browsers including Chrome, email, printers, smartphones, telephones, and copy machines.
- Detail oriented with an ability to use alpha-numeric organizational schemes (Dewey Decimal Classification).
- Must be able to lift a minimum of 30 pounds, stand for up to 3 hours, repeatedly bend and stoop to reach shelves, and work under very noisy conditions for up to 1 hour.
- Excellent availability.
- Ability to pass a criminal records (CORI) check and pre-employment physical.
- High School Diploma or equivalency.

#### **Preferred Qualifications:**

- Previous working or volunteer experience in a public, academic, special or school library and/or current MLIS student.
- Experience with Evergreen ILS and/or the CWMARS online public access catalog.
- Experience with downloadable and streaming media, apps, and e-reader devices.

- Current public library patron and supporter.
- Experience with arts & crafts, marketing, event planning, or social media.

#### Salary

\$15.45 / hour with COLA increase on July 1.

#### **How to Apply**

To be considered for this position, submit a cover letter and required Town of Northbridge Application ([www.tinyurl.com/WSLJobApp](http://www.tinyurl.com/WSLJobApp)) to the Library Director Rebecca Sasseville via email at [rsasseville@cwmars.org](mailto:rsasseville@cwmars.org). Resumes are not required but happily accepted. Email applications are strongly preferred.

Accepting applications through Friday April 25, 2025. Review of applications will commence immediately. Previous applicants are welcome to apply.