

PART-TIME LIBRARY ASSISTANT - METUCHEN PUBLIC LIBRARY

Metuchen Public Library is seeking individuals who are energetic, flexible, tech savvy, and enthusiastic to join its team.

Job Summary:

The library assistant will be responsible for checking out and returning materials, issuing library cards, handling fines and fees, keeping statistics, providing simple reference and basic readers' advisory, processing library holds, troubleshooting patron issues and concerns, shelving/straightening of library materials, and may also include technical services and other duties as assigned.

The job is approximately 5 to 15 hours per week, with some potential for substituting hours and does involve weekend hours and evenings. Regular Sunday hours are required.

Requirements:

- Strong interpersonal skills.
- Speak, write and communicate in English effectively.
- Computer literacy including use of email, keyboard, search engines, Microsoft Office, and basic windows functions.
- Able to recognize and serve a diverse community of library patrons.
- Ability to learn and adapt to new technology.

Qualifications:

- High School diploma or equivalent technical or trade school.

Salary:

- \$12.50 per hour with no benefits.

To apply, send resume with cover letter and two references to John Arthur, Director, Metuchen Public Library, 480 Middlesex Ave, NJ 08840 or e-mail: jarthur@lmxac.org. Applications will be accepted until the job is filled.