

**VINELAND PUBLIC LIBRARY
ANNOUNCEMENT OF PART-TIME POSITION
STUDENT ASSISTANT**

JOB DESCRIPTION:

Examples of specific duties include

- Assist library users to sign in for computer use
- Assist library users in basic computer use. For example, how to get on Internet, use online magazine indexes, use common software, how to get to specific websites, how to use MS Word, how to print
- Troubleshoot simple equipment and software problems
- Respond to library users' questions: Refer reference questions to librarian, answer simple questions, and accompany users to needed resources
- Assist with clerical duties such as filing and recording statistics
- Organize and shelve books and other library materials
- Help cut out craft projects
- Make photocopies
- Process children's gift books
- Shelve books in Children's Department
- Keep statistics of computer use

HOURS AND SALARY:

- 12.5-25 hours a week during non-school hours including Saturdays
- \$12/hour; no benefits

REQUIRED:

- Availability during required work hours
- At least 16 years of age
- Ability to learn library-specific computer programs
- A good memory and attention to detail
- Pleasant manner and communication skills for dealing with public – adults, children & teens
- Ability to work with fellow staff as an effective team member
- Computer experience
- Current enrollment in an academic institution: high school, college or vocational/technical

DESIRED: Ability to understand and speak Spanish

APPLICATION PROCESS: Submit a City of Vineland application form by **December 7, 2021** to:

Dr. Luis F. Amberths, Jr., Business Manager
Vineland Public Library
1058 E. Landis Avenue
Vineland, NJ 08360
Email: lamberths@vinelandlibrary.org