



BLOOMSBURG PUBLIC LIBRARY

Part-time Library Assistant – Public Service (BU Federal Work Study Program)

Are you looking for an engaging role working with a diverse community of people in a meaningful way? Join us at the Library! It's a perfect real world job for students in many fields. You will be surprised!

The Bloomsburg Public Library is looking for BU students who have the desire and ability to serve the public with enthusiasm, friendliness, tact, and respect. This position provides a great variety of professional experiences. Being an active reader is a plus, but not a requirement.

GENERAL STATEMENT OF DUTIES: A Library Assistant works directly with library patrons and helps with “behind-the-scenes” duties to keep library services running smoothly. We train new employees in library-specific tasks and library policies.

WORK ENVIRONMENT: The Bloomsburg Public Library is committed to excellent customer service and providing every visitor with attentive, friendly, and equitable service. Our work culture is professional but also casual. Everyone contributes to an efficient and pleasant workplace. Library staff members must be comfortable working with a variety of library users. We expect a neat personal appearance and reliable work habits. ***It is not possible to do homework while working in the library. We expect staff to avoid checking email and social media while working.***

HOURS: Hours will be adjusted to fit the student's academic schedule. The number of hours per week depends on the student's financial aid package as well as the needs of the library.

EXAMPLES OF DUTIES

This employee provides a full range of circulation desk services, such as, but not limited to:

- Greeting library users with enthusiasm and ready to anticipate their needs
- Checking materials in and out
- Registering new patrons and updating patron records
- Finding shelved items for patrons
- Shelving library materials accurately and making sure all shelves look tidy.
- Assisting patrons with library equipment (including computers, printers, and the copier)
- Assisting patrons with personal laptops, tablets, and smartphones to use the library's apps
- Promote library services and programs to patrons
- Performs other related work as required.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Desire and ability to serve the public with enthusiasm, friendliness, tact, and respect.
- Ability to learn library practices quickly.
- Ability to effectively work with coworkers and the public in a courteous and respectful manner
- Very good computer skills are required; some skill in typing and the ability to do data entry in a web-based system.
- Proficient in searching the Internet and able to learn to use sites like Amazon, PayPal, the library's website, and websites related to the library's digital services (hoopla, Flipster, Overdrive/Libby, and Tumblebooks, Learning Express, etc.)
- Ability to develop proficiency in the Library's web-based circulation system
- Ability to assist public in using computers, printers, Wifi, and personal devices; good understanding of phone and tablet apps, especially social media
- Very good ability to understand and follow verbal instructions.
- Very good ability to pay attention to detail.
- Ability to think through options and make reasonable decisions within the framework of library policies and procedures, as well as understanding when to request help from experienced staff.
- Very good ability to establish and maintain effective working relationships with superiors, coworkers and the general public.

PHYSICAL DEMANDS

Moderate physical effort is required to perform duties under typical work conditions. The employee is frequently required to stand, walk, stoop, kneel, crouch, or crawl and climb stairs, sit, speak, hear, and use hands to operate office equipment, and reach with hands and arms. Vision requirements include the ability to read routine documents and use a computer. The employee is sometimes required to lift and/or move up to 25 pounds and push/pull book carts. Must be able to travel to library to begin shift on time.

SPECIAL REQUIREMENTS:

Proof of completed COVID-19 vaccination at least 14 days prior to start date is required. Must be able to wear a face mask while on duty. Must have PA Criminal History and State Child Abuse Clearances.

TO APPLY:

Interested Bloomsburg University students should send a resume of work and volunteer experience plus a cover letter that describes the applicant's interest in working at the library to the Library Director. Tell us about yourself! Email is preferred.

Lydia Kegler, Director
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OR
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