

# Employment Announcement

## Marion Public Library

### Reference Assistant

**Marion Public Library is seeking a friendly and responsible person to fill a position in Reference Services.** This part-time position averages 20 hours per week.

**Responsibilities:** We are looking for someone who is committed to supporting the library's reference and computer lab services, assisting patrons with information retrieval, technology support, and research needs. The ideal candidate will provide excellent customer service, work well with a team, and be comfortable using technology and library systems to assist patrons in locating materials and utilizing services. Evening and weekend hours are required.

### Hours:

<b>Tuesday</b>	3 - 7	4 hours	
<b>Wednesday</b>	3 - 7	4 hours	
<b>Thursday</b>	3 - 7	4 hours	
<b>Friday</b>	3 - 7	4 hours	
<b>Saturday</b>	10 - 4	6 hours	(2 a month)

**Qualifications:** Applicant should be tech-savvy, comfortable using technology to provide services to individuals of all ages. The ideal candidate will have prior customer service experience and a flexible approach to working with diverse age groups. A commitment to obtaining state certification (LC 5 or LC 6) under Indiana Library Standards is required. A criminal background check will be conducted as part of the hiring process.

**Compensation:** Dependent on experience and education.

### How to Apply:

Applications can be obtained at the Library Office or on our website. Please submit your completed application, resume, and contact information for both professional and personal references (including email addresses and phone numbers) to:

Jaime Pitt, Marion Public Library, 600 South Washington Street, Marion, IN 46953  
[jpitt@marion.lib.in.us](mailto:jpitt@marion.lib.in.us).

**Opens:** 11/7/2024.

**Closes:** Until filled.