Host Site: Community Library of Castle Shannon

Site Supervisor: Heather Myrah     Email/Telephone: myrahh@einetwork.net/412-563-4555

Position Category:  
- Academic
- Archive
- Public  
- School
- Children & Youth
- Adult Svcs
- Other

Time Commitment per week:  X 10-15 hours

Compensation: $ _____ Hourly wage $ _____ Stipend/term X None

Public Transportation Accessible:  X Yes  No (Trolley Line)

Position Overview (1-3 sentences)

This position will include assisting the Library Director with programming, marketing, collection development, reader's advisory, community outreach and other daily library operations.

Essential Job Functions

- To plan, implement and market Adult & Senior Programming
- Collection Development
- Assist patrons at the circulation desk and throughout the Library

Requirements

MLIS Student  
Customer Service Experience  
Ability to work independently  
Ability to follow directions

Other Skills/Abilities

Tech Savvy  Creativity  Must like adults of all ages 😊