**Position Overview** (1-3 sentences)

The North Versailles Public Library is a small library serving all communities in the area. In this position the student would be able to learn the library system, i.e., computer system, customer service and other aspects of the library. The schedule for the student is flexible as we are open Monday through Saturday with evening hours on Tuesdays and Thursdays.

**Essential Job Functions**

Greet patrons and check items in and out; shelve returned items; help patrons with order requests; process new materials (book covering, etc.) to add to our collection; general shelf maintenance. We also have activities during the week in which they can help prepare for or help with the activity.

**Requirements**

Excellent customer service and communication skills, basic knowledge of PC functions, including MS Office, internet searching, office machine knowledge, copier, fax machine.

**Other Skills/Abilities**

Any other computer knowledge, i.e. Microsoft publishing.