

Job Notice

- Date:** December 28, 2015
- Position:** Non-Permanent Library Assistant
- Locations:** Carrboro Branch Library
900 Old Fayetteville Road
Chapel Hill, NC 27516
- Carrboro Cybrary
100 N. Greensboro Street
Carrboro, NC 27510
- Salary:** \$12.76 per hour
- Hours:** 1-2 morning, afternoon, or evening shifts per week; 2-4 weekend shifts per month; and additional holiday coverage as needed
- Typical weekday shifts are Monday–Friday:
8:30-1 pm
12:30-4 pm
3-6 pm
5-8 pm
- Typical weekend shifts are:
Saturday from 9:45-2 pm
Sunday from 12:45-5 pm
- Job Requirements:** Attention to detail, appreciation for the library, excellent customer service skills, friendly and helpful attitude, ability to interact effectively with library staff and the public, willingness to work on a variety of projects, excellent organizational skills, dependability. Must be available to work evenings, weekends, and dates surrounding holidays. The library is closed on major holidays.
- Primary Duties:** The non-permanent library assistant will work at both of our branch locations, the Carrboro Branch Library and the Carrboro Cybrary, and will primarily staff the front desk. Duties include patron assistance with reference and technology questions, readers' advisory, general circulation tasks, opening and closing the library, and assistance with a variety of library projects as assigned. The non-permanent staff member may also participate in Saturday Storytimes for children.
- Closing Date:** January 8, 2016
- Applications:** To apply for this position, please e-mail a resume and a letter of interest including your availability to Jody Smith at jsmith@orangecountync.gov