

The Urbana Free Library

VACANCY

Graduate Library Intern

Application Deadline	For full consideration submit your application by 11:59p.m. on August 10, 2017.
Appointment Timetable	August 2017
Wage Range	\$16.710 - \$18.380 per hour; General minimum of 10 hours per week and maximum of 999 hours per year, as determined by Library needs, including evening and weekend hours.
Evaluation of applicants	<p>Applicant must submit ALL the following to be considered:</p> <ol style="list-style-type: none">1. Cover letter.2. The Urbana Free Library employment application form.3. A paragraph stating your professional plans and goals.4. Official or unofficial library school transcript. <p>Initial screening is based on examination of submitted credentials. Finalists will proceed to interviews with staff at the Library.</p>
Questions	Becky Brown, Office Manager, (217) 367-4058
Applications	The Urbana Free Library Administrative Office 210 West Green Street Urbana, IL 61801 administration@urbanafree.org



The Urbana Free Library

GRADUATE LIBRARY INTERN

JOB DESCRIPTION

Department: Adult and Youth Services	Benefits: No
Division: N/A	Time: General minimum of 10 hours per week and maximum of 999 hours per year, as determined by Library needs, including evening and weekend hours.
Job Type: Intern	FLSA Status: Non-Exempt
Reports To: Director of Adult and Youth Services	Wage Range: \$16.710 - \$18.380 per hour

GENERAL INFORMATION

The Urbana Free Library offers a position of Graduate Library Intern, with a focus on adult and teen services in Adult and Youth Services to an outstanding student specializing in public library services at a School of Information/Library Science. The position is designed to give the student a wide range of library experience primarily in services to children, teens, and adults. Students may hold these positions for up to two years while completing their degrees, including semester breaks and intervals between semesters. The position ends at graduation or at the end of two years, whichever occurs first. Candidates may qualify for a one-semester tuition waiver at the iSchool at Illinois.

JOB SUMMARY

The Graduate Library Intern provides information, reference, and readers' advisory services at the information desks as part of the departmental team. In addition, the Library Graduate Intern is expected to develop and/or assist with Library programs and/or product development and carry out other duties as assigned.

Primary Duties and Responsibilities

- Provides information, reference service, and readers' advisory to patrons of all ages, over the phone, via email, and via social media networks.
- Assists patrons in using computer hardware and a variety of software products.
- Develops, plans, implements, or assists with Library programs for all ages.

- Participates in staff meetings and committees.
- Participates in collection and program promotion, in-house, on the website, and via social media.
- Provides public assistance in all resources of the Library.
- Participates in departmental and library-wide outreach and programming events.
- Upholds Library Rules of Behavior and other library policies and procedures to the public.
- Performs other related duties as assigned.

JOB REQUIREMENTS

- Current enrollment in a School of Information/Library Science Master's program.
- Successful and relevant work experience in a public service setting.
- Ability to work successfully with diverse patrons of all ages, ethnicities, and backgrounds.
- Positive attitude and approach to problem solving, customer service, and public service.
- Ability to apply and use current and new technologies to expand and enhance customer service.
- Excellent communication and interpersonal skills.
- Strong organization and planning skills.

SUPPLEMENTAL INFORMATION

Working Environment: *The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The work will occur primarily at The Urbana Free Library.
- Occasionally, staff perform outreach at off-site locations.
- Typical work schedule could include any hours that the Library is open.

Physical Requirements: *The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Lifting: Physical strength and agility sufficient to push loaded book trucks, to lift and carry up to 40 pounds, to access high and low shelves. May be required to climb or balance, stoop, kneel, crouch, or crawl.

Manual dexterity: Perform repetitive tasks quickly, neatly, and accurately.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress; and the ability to adjust focus to both print and electronic text.

Hearing: Hear in the normal audio range with or without correction.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Urbana Free Library is an Equal Opportunity Employer.

Prepared By: _____
Signature *Date*

Approved By: _____
Executive Director *Date*

Class Specification History

New class:

General revision:

Revised minimum qualifications:

Revised definition, minimum qualifications, and add distinguishing characteristics:

Revised minimum qualifications:

Revised definition and distinguishing characteristics:

Revised supplemental information:

New class code:

For HR/Finance Use

Title Code	Pay Grade PG36-Hh
EEO Category	