



POSITION OPEN: Library Associate (part time)

DATE AVAILABLE: Immediately

HOURLY RATE: \$24.15/hour

CLASSIFICATION RANGE: 2

The Ferguson Library is seeking an enthusiastic and creative individual to join our team. The successful candidate will have outstanding customer service and technical support skills, and the ability to work collaboratively within the Ferguson Library and with colleagues.

The Ferguson Library is striving to be an anti-racist and equitable organization. Our staff are people with different strengths, experiences, and backgrounds, who share a passion for improving people's lives through education, resources, and services. Diversity not only includes race and gender expression but also age, disability status, veteran status, sexual orientation, religious beliefs, and many other parts of one's identity. We are deliberate and self-reflective about the kind of culture and workplace we aspire to create.

DUTIES INCLUDE:

1. Projects a positive and courteous attitude to the public by providing exceptional customer service.
2. Answers in-person inquiries, helps library users locate needed materials and refers them to the appropriate place or person for assistance.
3. Assists library users with basic computer, internet, and audio/visual equipment usage.
4. Locates and prepares library materials requested by library users.
5. Helps set up public spaces for events and programs.
6. Supports all Ferguson library locations and sites as needed.
7. Shelves and arranges books, CDs, DVDs and other library materials in order.
8. Assists with Bookmobile and outreach activities.
9. Assists with seasonal library initiatives.
10. Performs other related tasks as needed.

QUALIFICATIONS:

1. Currently enrolled in a degree program at an accredited institution.
2. Previous customer service, retail, or technology support experience preferred.
3. Knowledge of Microsoft (Word, Excel, PPT) and Google programs
4. Flexible availability, including nights and weekends.
5. Ability to troubleshoot basic computer and printer issues.
6. Experience with eReaders and library technologies.
7. Ability to speak a foreign language a plus.

If you are interested in being considered for this position, please submit a resume and cover letter by email to the Director of Human Resources, at apply@fergusonlibrary.org with the job title in the subject line. This position will remain open until filled.