



## **Adult & Bibliographic Services Aide**

Does the thought of working in our library setting appeal to you? How about providing friendly and high quality customer service to our patrons? If so, we would love to hear from you!

### **In this capacity, you will:**

- Provide exceptional customer service while assisting patrons with using public computers.
- Process the new periodicals that the patrons are clamoring for.
- Monitor meeting rooms.

### **You will need to be:**

- Friendly, outgoing and able to build relationships at all levels
- Radiating calmness while being frequently interrupted.
- Experienced using media and AV equipment
- Comfortable with detailed data entry
- Able to independently prioritize tasks
- Effective in maintaining working relationships with co-workers

### **We'd love for you to have:**

- High School degree or GED equivalent
- Minimum 2 years' work experience
- Proficiency in the use of personal computing technologies, including desktops, laptops, tablets, current operating systems, Microsoft Office and internet applications.

### **Your schedule and wage:**

- 14-18 hours per week
- \$12.50 per hour.
- Must be available for days, evenings and some weekends.

### **Application deadline**

December 13, 2021

If this sounds like the role for you, please send your application and resume to Kara Spizziri, Head of Adult & Bibliographic Services, at [spizzirik@bellwoodlibrary.org](mailto:spizzirik@bellwoodlibrary.org), with subject line "ABS Aide." No phone calls, please.