



**Library Associate
Portage District Library
Portage, Michigan**

**Starting Wage: \$14.50 - \$19.54, dependent on education level
Status: Full-time, 40 hours/week, benefits included**

The Portage District Library is seeking a service-oriented individual to join the Portage District Library's Adult Services staff as a Library Associate. The successful candidate will provide quality reference and reader's advisory service to library patrons of all ages, develop and maintain a collection of materials which match the educational, reference, and recreational needs of the community, instruct and assist patrons in the use of library materials, equipment, and computers.

Qualifications:

- Bachelor's degree from a four year college or institution. Preference may be given to those possessing a Masters in Library Science.
- Broad knowledge of literature
- Customer service experience
- Merchandising experience preferred
- Strong computer skills and knowledge of consumer electronics, including e-readers.
- Excellent organizational and interpersonal skills.
- Effective oral and written communication skills.

The position includes a starting wage ranging from \$14.50 - \$19.54 per hour dependent upon qualifications. The position is full-time and includes benefits including health, dental, vision, disability and life insurance, as well as a 401a retirement plan. Interested individuals should submit a cover letter, resume and job application by September 29, 2017 to: Human Resources, Portage District Library, 300 Library Lane, Portage, MI 49002 or send e-mail to: jobs@portagelibrary.info. For additional information, please call Rob Foti at (269) 585-8702. Visit the Portage District Library's website at http://portagelibrary.info/about/employment_opportunities/ for the complete job description and application.