



# Peabody Institute Library

82 Main Street

PEABODY, MASSACHUSETTS 01960-5592

Education · Information · Recreation

978-531-0100



## *Position Available — Main Library*

### LIBRARY AIDE — Circulation Department

Assists and reports to the Assistant Director in the performance of his/her responsibilities. Duties include clerical and circulation tasks, as well as other duties relating to the mission of the Circulation Department.

**Requirements:** The ideal candidate should demonstrate excellent communication and customer service skills and proficient PC skills. College diploma or equivalent experience preferred. Demonstrated ability in library or similar setting; and the ability to work well with the public. Some lifting, bending, and other physical activity involved.

**Starting hours:** This is a part-time position, up to 16 hours per week. Hours are Tuesday 5-9 PM; Wednesday 5-9 PM; alternating Saturdays 9 AM-1 PM; Sunday rotation 1-5 PM seasonally. Hours are subject to change at the discretion of the Assistant Director.

**Salary:** \$12.00 - \$13.50/hour in 4 steps.

This position will be posted until the close of business on Wednesday, May 17, 2017.

5/10/17

cc: Main Library  
South Branch Library  
West Branch Library  
✓ Human Resources  
File