



400 Uniondale Avenue ▪ Uniondale, NY 11553 ▪ 516.489.2220 ▪ [www.uniondalelibrary.org](http://www.uniondalelibrary.org)

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## **JOB ANNOUNCEMENT: LIBRARIAN TRAINEE**

Two Part-Time Librarian Trainee positions available in our Adult Reference, and Children's Services.

### **QUALIFICATIONS**

Candidate must be enrolled in a Masters of Library Science program at an ALA accredited school.

### **REQUIRED SKILLS**

Candidate must be able to:

- Have basic understanding of current and emerging library technology, service, and programming trends
- Interact positively and communicate effectively with patrons and staff
- Be able to learn tasks quickly, multi-task, be thorough and detail oriented
- Use common technology including Microsoft Office & Google Suite, digital media platforms, social media, video conferencing platforms etc.

### **JOB DESCRIPTION**

Candidate must be willing to learn while assisting professional librarians in a variety of tasks, including:

- Library reference and information services (in person and by phone, text, email and chat)
- Reader's advisory services
- Collection development, including print and digital sources
- Assist patrons with common technology questions, including but not limited to desktop and laptop computers, personal mobile devices, printers, scanners, and photocopiers
- For placement in Children's Services
  - Enthusiasm about age group, children's literature and programming
  - Knowledge of child and family development
  - Conduct book talks, story and picture book hours
  - Conduct Children's programs
- Other job-related duties as assigned

### **POSITION DETAILS**

- Starting salary: \$27.50 per hour
- Hours: 17.5 hours per week; flexible schedule will include nights and weekend hours
- Term of appointment may not exceed 3 ½ years, during which the trainee is required to obtain a master's degree in an approved graduate program
- The appointment may be terminated if the trainee does not show ability to develop skills in the performance of technical library tasks or adaptability to the work
- This is non-competitive position

### **TO APPLY**

Send resume to Mara Marin, Director, [mmarin@uniondalelibrary.org](mailto:mmarin@uniondalelibrary.org)

Please use "Librarian Trainee" as subject. UPL is an equal opportunity employer.