



ROCKVILLE CENTRE PUBLIC LIBRARY

221 North Village Avenue, Rockville Centre, NY 11570

516-766-6257 • rvclibrary.org • Catherine Overton, Director

LIBRARIAN TRAINEE JOB ANNOUNCEMENT

Part-Time Librarian Trainee position available in
Adult Reference Services

QUALIFICATIONS

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

REQUIRED SKILLS

- Possess a basic understanding of current and emerging library technology, service, and programming trends
- Communicate effectively with patrons and staff
- Ability to learn tasks quickly, multi-task, and be detail-oriented
- Use current technology including Canva, Microsoft Office & Google Suite, digital media platforms, social media & video conferencing platforms

JOB DESCRIPTION

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

- Library reference and information services
- Reader's advisory services
- Digital literacy training
- 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
- Other job-related duties as assigned

POSITION DETAILS

- Starting salary: \$25.00 per hour
- Up to 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

This is a non-competitive Civil Service position.

TO APPLY send resume to Susan Finck, Assistant Director, sfinck@rvcpl.org

Rockville Centre Public Library is an equal opportunity employer.