

# HILLSIDE PUBLIC LIBRARY

of New Hyde Park

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155 Lakeville Road  
New Hyde Park, NY 11040  
Charlene Noll – Director



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[www.hillsidepubliclibrary.info](http://www.hillsidepubliclibrary.info)

## **JOB ANNOUNCEMENT: LIBRARIAN TRAINEE (non-competitive)**

One Full-Time Librarian Trainee position available in the Hillside Public Library's Adult Reference Department.

### **QUALIFICATIONS:**

- Candidate must be currently enrolled in a Masters of Library Science program at an ALA accredited school.
- Candidate must be a current Nassau County resident.
- Candidate must be willing to learn while assisting library staff in a variety of tasks (see below).

### **REQUIRED SKILLS:**

- Knowledge of basic library principles.
- Excellent customer service and communication skills both in-person and by phone.
- Experience working with the public.
- Ability to learn tasks quickly, multitask, and complete assigned work thoroughly and efficiently.
- Proficient in use of common public library technology including Microsoft Office & Google Suite, social media, and video conferencing platforms (Zoom).

### **JOB DESCRIPTION:**

Working under the supervision of the Adult Reference staff to:

- Perform Library reference and information services (in person and by phone).
- Provide reader's advisory services to patrons.

- Assist patrons with common technology questions on both library and personal devices.
- Assist library staff with the planning and implementing of the library's adult programming.
- Participate in collection development and weeding.
- Other projects to be assigned by Adult Reference Staff.

**POSITION DETAILS:**

- Starting salary: \$25-\$27.00 per hour (based on experience).
- Schedule will include daytime, evening and weekend hours.
- Interested Applicants should send resume to [contact-us@hillside-library.info](mailto:contact-us@hillside-library.info) to the attention of Peter Heckman, Assistant Library Director  
Please use "Librarian Trainee" as email subject.

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