**Job Title:** Summer Evening Library Assistant  
**Reports to:** Dawn Heckert  
**Hours per Week:** 15 hours  
**Hours of Operation:** Sun – Thurs, 6pm – 9pm  
**Duration of Employment:** 6 weeks: June 23 – Aug 2  
**Number of Positions:** Hiring 2 positions.

**Job Description**

Working as a Summer Library Assistant provides an excellent opportunity to become familiar with the over-all and day-to-day functioning of the library. Haverford College is now hosting the Center for Talented Youth for 6 weeks during the summer. This position will be interacting with this camp to help nurture 7th – 10th graders in their educational experience.

This position would be ideal for someone who is looking for supplemental job opportunity.

Responsibilities include working at Magill’s Circulation Desk, assisting patrons along with other tasks. Other responsibilities may include, but are not limited to: shelving books; retrieving materials from the stacks, receiving and processing books, films, journals and other materials; scanning materials; contributing to digital projects; database maintenance.

**Qualifications:**

- Ability to learn and apply policies and procedures consistently, accurately, and thoroughly.
- Attention to detail (especially in following routines).
- Ability to work well with a supervisor, individually, and as a team player.
- Effective oral communication skills.
- Highly reliable & punctual.
- Attentive, courteous, helpful and professional attitude while on duty.
- Ability to lift/carry 10 pounds
- Ability to reach high and low shelves and/or to use a step stool
- Basic computer literacy
- Aptitude for working with word processing, databases and other computer applications