



Aurora
Public
Library
District

Bilingual Library Assistant (Part-time) - West Branch

Do you love libraries and helping people find information and resources? Do you like interacting with customers from diverse backgrounds? If so, the Aurora Public Library District may be the place for you. We are currently looking for a part-time Library Assistant who will provide bilingual (Spanish/English) information services on weekends Saturdays and evenings at our West Branch location.

Key Responsibilities:

- Plan, prepare and present programs virtually and in-person for target audiences, primarily Spanish speakers
- Provide library customers with basic reference, instructional and readers advisory at multiple service points
- Assist customers with basic technology questions and use of library resources including print and digital collections, study rooms, and technology services
- Place local holds and initiate inter-library loan transactions
- Write reports and compile data

Minimum Qualifications:

- Bachelor's Degree or LTA Certification
- Spanish language skills required
- Previous public library experience preferred
- Work experience with the public preferred
- Ability to work evenings and weekends

Schedule

Saturday	9-1pm
Sunday	Off
Monday	5-9pm
Tuesday	5-9pm
Wednesday	5-9pm
Thursday	5-9pm
Friday	Off

Benefits:

Hourly rate starts at \$21.77
 Prorated vacation, holiday, personal and sick days
 Illinois Municipal Retirement Fund (IMRF) pension plan

Posting Dates: April 26, 2024 – May 9, 2024

To apply:

Send your completed Internal Job Application to Human Resources along with a cover letter and resume. The Internal Job Application is located at: <O:\All\Human Resources\Forms\Internal Job Application 2021.pdf>

All library employees are eligible to apply at this time, however this is a collective bargaining unit position and interested bargaining unit employees will be considered before non-bargaining unit employees.