



Library Assistant (Full-time) - Eola Road

Do you love libraries and helping people find information and resources? Do you like interacting with children from diverse backgrounds? If so, the Aurora Public Library District may be the place for you. We are currently looking for a full-time Library Assistant at our Eola Road Branch.

Key Responsibilities:

- Provide library customers with basic reference, instructional and readers advisory services at multiple service points
- Place local holds and initiate inter-library loan transactions
- Help customers access and use library resources including print and digital collections, study rooms, and technology services
- Plan, promote and present programs for children both inside the library and at outreach events in the community, virtually and in-person

Minimum Qualifications:

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

Schedule

Sunday	1-5pm*
Monday	8:30am – 5pm
Tuesday	8:30am – 5pm
Wednesday	12:30pm - 9pm
Thursday	8:30am – 5pm
Friday	8:30am – 5pm*
Saturday	8:30am – 5pm*

*One Saturday and one Sunday per month; Friday off when working weekend

Benefits:

Hourly rate starts at \$21.99
Paid vacation, holiday, personal and sick days
Medical, dental, vision and life Insurance
IMRF pension plan
457b retirement plan
Professional Development

To Apply:

If this sounds like the role for you, please send your application, resume and cover letter to hrdirector@aurorapubliclibrary.org.

A copy of our application can be found at

[https://aurora.libnet.info/images/pdfs/aurora/HR/Application for Employment.pdf](https://aurora.libnet.info/images/pdfs/aurora/HR/Application_for_Employment.pdf)

About APLD:

Our [strategic plan](#) includes Advancing through Equity, Achieving School Success, Restoring Aurora and Welcoming New Americans. We're dedicated to providing excellent customer service in a diverse urban area. Our 97,000-square foot main library which opened in 2015 includes a makerspace and a media production lab. We also have two branches and a bookmobile. We serve six school districts in four counties, and our bookmobile provides library services to students in East Aurora School District 131.

Posting Deadline: March 7, 2024 – March 20, 2024

Aurora Public Library District is an Equal Employment Opportunity Employer