



## **Library Assistant (Part-time) - Eola Road**

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 at our Eola Road Branch.

### **Key Responsibilities:**

- Provide library customers of all ages 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, prepare, and present programs and outreach for target audiences inside and outside of the library, in-person or virtually.

### **Minimum Qualifications:**

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

### **Schedule**

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

### **Benefits:**

Hourly rate starts at \$21.99  
Prorated vacation, holiday, personal and sick days  
Individual Coverage Health Reimbursement Arrangement (ICHRA)  
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](mailto: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**