



Fall 2016 / Winter 2017

HALES CORNERS LIBRARY

5885 South 116th Street **W. BEN HUNT CENTER** Hales Corners WI 53130

Telephone (414) 529-6150

Library Intern Position

The Hales Corners Library is accepting applications for a library intern position. The library is looking for a library/information science student to provide reference services to the general public and assist with projects. Job description and application form are available online at the library's website (www.HalesCornersLibrary.org).

Requirements:

1. A minimum of two of the four graduate level library and information sciences core courses, plus the graduate level general reference course.
2. Knowledge of and experience using the Milwaukee County online catalog (CoCat) and online resources and databases.
3. Knowledge of and experience using computers, e-books, mobile devices, etc.
4. Strong customer service orientation.

Hours of Work: Interns are scheduled to work 8 to 12 hours a week. Applicants must be able to work a rotating schedule that includes Wednesday mornings and Thursday evenings one week, and Friday afternoons and Saturdays the next week. Depending on library needs, there may be other hours during the week and some Sundays.

Length of Employment: Employment starts as soon as possible.

Wages: \$12.50 per hour. AA/EEO/ADA Employer

Application: Send a letter of interest and a completed application form to pat.laughlin@halescornerslibrary.org.

Deadline: Position will remain open until filled.

For more information about the library and the Village of Hales Corners please check the library's website www.HalesCornersLibrary.org and the Village's website www.halescorners.org.

Our mission is to provide the community with a space dedicated to the power of knowledge and technology, the world of culture, and the joy of reading by providing excellence in library services, resources, and programs.