

Employment Announcement

Reference Assistant

Marion Public Library is seeking an energetic and enthusiastic person to fill a position in Reference Services. This permanent part-time position averages 17 hours per week.

Responsibilities & Qualifications: We are looking for someone dependable who is committed to providing courteous, efficient, and friendly library service to persons of all ages and personalities. Basic computer and customer service experience required. Some college preferred. Must be willing to seek certification (LC 5 or LC 6) to be completed in three years. (Follow the link on our website.) Creativity and flexibility are desired. This position requires cross-training in other library departments. Evening and weekend hours as schedule requires. Criminal background check necessary.

To apply: Applications available at the Library Office or Reference Desk 9 a.m.-7 p.m. Monday-Friday. Please send a letter of interest, resume, and personal references to Director Mary Eckerle by mail or email.

Mail: Marion Public Library, 600 S. Washington St., Marion, IN 46953

Email: meckerle@marion.lib.in.us

Opens: Immediately

Closes: Dec. 1, 2023