

Employment Announcement

Marion Public Library

Reference Assistant

Marion Public Library is seeking a friendly, dependable, and customer-focused individual to join our Reference Services team. This part-time position averages 18-22 hours per week.

Responsibilities: We are looking for someone who is committed to supporting the library's reference and computer lab services while providing exceptional customer service. Responsibilities include assisting patrons with information retrieval, research, reader's advisory, and technology support; helping patrons locate and use library resources; and promoting library collections and services. This position also assists with adult programming, including planning, coordinating, and facilitating at least one recurring adult program in addition to supporting other adult events and special programs throughout the year. The ideal candidate will work collaboratively with staff, communicate effectively with patrons of all ages, and be comfortable using technology and library systems.

Evening and weekend hours are required.

Hours:

Tuesday	1:00 – 7:00 pm	6 hours
Wednesday	4:00 – 7:00 pm	4 hours
Friday	4:00 – 7:00 pm	4 hours
Saturday	10:30 am – 4 pm	5.5 hours (3/month)

Qualifications: Applicants should be tech-savvy and comfortable using technology to provide services to individuals of all ages. The ideal candidate will have prior customer service experience, excellent communication skills, and a flexible approach to working with diverse populations. A commitment to obtaining state certification (LC5 or LC6) under Indiana Library Standards is required. A criminal background check will be conducted as part of the hiring process.

Compensation: Dependent upon experience and education.

How to Apply:

Applications can be obtained at the Library Office or on our website. Please submit your completed application, resume, and contact information for both professional and personal references (including email addresses and phone numbers) to:

Jaime Pitt, Director, Marion Public Library (Marion, IN)
jpitt@marion.lib.in.us

Opens: 9/8/2026.

Closes: Until filled.