

Position Opening
Library Student Assistant

Applications are now being accepted for a Library Student Assistant. This position will be scheduled for a minimum of six hours per week; with a combination of evening and weekend hours. Additional hours may become available. This position reports to the Library Director and includes, but is not limited to, the following duties:

1. Perform Circulation Desk duties as needed.
2. Assist with new book preparations.
3. Cover books as directed.
4. File patron registration cards and enter statistical data.
5. Keep video sleeves in order.
6. Straighten shelves in adult and juvenile areas.
7. Look for lost books.
8. Mend books.

This position requires the ability to lift approximately 40 pounds and requires a friendly, customer service based attitude. Those interested in the position should apply at the Library Circulation Desk prior to 12:00 p.m. on August 3, 2010.

The city of Blair, Nebraska, does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment as the provision of services.