



SOUTHBOROUGH LIBRARY

August 17th, 2017

Job Opening

Department: Library

Position: Library Associate (Temporary)

No. of Open Positions: 1-2

Library Associate (Temporary) - Southborough, MA. Under the direction of the Library Director, the library associate performs basic-to-moderate library services and professional work at the circulation desk. Provides public service assistance, shelving of library materials, administrative assistance, empties outdoor book drop, and fulfills other functions as needed. Knowledge of library software, computer skills, and previous library experience strongly recommended. 15-19 hours/weekly, required afternoon hours Tuesday through Thursday. Additional shifts periodically available. \$17.79 per hour. Please submit letter of application, resume, and a professional letter of reference to Ryan Donovan, Director, Southborough Library, 25 Main Street, Southborough, MA 01772 or rdonovan@southboroughma.com. Resumes received by September 9, 2017 will receive preference. This position is not eligible for health insurance or paid leave.