POSITION DESCRIPTION

JOB TITLE: Library Evening/Weekend Assistant

DEPARTMENT: Library

REPORTS TO: Library Director

POSITION / FTE: Part Time 16-20 hours weekly

Position Requirements:

The duties and responsibilities of the Library Assistant in the Library include, but are not limited to:

- Evening and Weekend coverage of the Taft Library. This may include a combination of the following:
  - Weeknights from 4pm – 10pm
  - Saturdays from 9am – 2pm
  - Sundays from 2pm – 10pm when school is in session
- Provide library assistance to students, faculty, and guests.
- Additional hours and other projects as assigned.

Minimum Desired Qualifications:

- College degree, MLS/MLIS or equivalent preferred;
- Library or teaching experience, preferably at the secondary level;
- Computer proficiency.

The Taft School is an affirmative action-equal opportunity employer in accordance with regulations adopted by the Commission on Human Rights and Opportunities. It is the policy of The Taft School to provide equal employment opportunities to all qualified individuals without regard to age, gender, race, color, national origin, ancestry, religion, actual or perceived disability, marital status, sexual orientation, gender identity or expression, veteran's status, genetic predisposition or any other class protected by law.