

We are looking for a forward-thinking, energetic individual with excellent customer service skills. Candidate must be friendly, reliable, and professional at all times. Must be a self-starter, motivated, and possess excellent communication skills.

You will assist in all of the daily operations of the Circulation desk including answering the phone, processing materials as they are checked in/checked out to patrons. Must be able to work well in a team environment and must be able to perform other duties as needed.

Knowledge of WorkFlows circulation management system a must. Seeking candidate that will help create a welcoming atmosphere to ensure our patrons always have a positive and worthwhile library experience. This position is part-time, alternating evenings and weekends required.

Experienced preferred. Candidate should have minimum HS Diploma or equivalent. Must possess basic computer skills and be familiar with Microsoft products.

Salary: \$14.50 to start, but subject to change depending on qualifications.

Electronic Submissions Only
Email: jobs@uppld.org
University Park Public Library
1100 Blackhawk Drive
University Park, IL 60484
Tel. 708-534-2580