

LINCOLNWOOD LIBRARY

Patron Services Assistant

Sharpen your customer service and teamwork skills, learn the core functions of circulation and material processing, and get ready to grow.

Lincolnwood Public Library is seeking an 18-hour per week customer service-focused Patron Services Assistant who is friendly and capable. Candidates should be interested in working with the public and provide assistance with library card registration, checking out of materials, resolving problems involving lost or overdue materials, and perform other duties as assigned.

The ideal candidate will demonstrate creative and critical thinking skills, and is comfortable working both independently and with a team.

Hours desired: Sunday 12:45pm-5:15pm, Monday 8:45pm-2:45pm, Tuesday 1:15pm-9:15pm, with some flexibility and occasional weekends. If interested but unable to work these hours, please submit your work availability with your application materials.

Minimum qualifications: High School diploma or current student. Previous experience working or volunteering in public service is preferred but not required. Intermediate to advanced computer and information technology skills.

Working conditions: Ability to lift 25 pounds, to push a cart loaded with library materials, to reach and bend to retrieve materials, and to stand or sit at service desk for long periods.

Benefits: 36 hours of accrued paid vacation for the first year (63 hours after the first year), 43.2 hours of accrued paid sick leave per year.

To apply, email a cover letter and resume to Vandana Sehgal, Head of Business Services, at vsehgal@lincolnwoodlibrary.org.

Preference will be given to applications received by Friday, July 22nd. Salary is \$17.75/hr.

The Lincolnwood Public Library District is an Equal Opportunity Employer.