



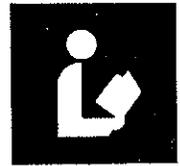
Peabody Institute Library

82 Main Street

PEABODY, MASSACHUSETTS 01960-5592

Education • Information • Recreation

978-531-0100



Position Available — Main Library

LIBRARY AIDE — Circulation Department

Assists and reports to the Assistant Director in the performance of his/her responsibilities. Duties include clerical and circulation tasks, as well as other duties relating to the mission of the Circulation Department.

Requirements: The ideal candidate should demonstrate excellent communication and customer service skills and proficient PC skills. College diploma or equivalent experience preferred. Demonstrated ability in library or similar setting; and the ability to work well with the public. Some lifting, bending, and other physical activity involved.

Starting hours: This is a part-time position, up to 16 hours per week. Hours are Tuesday 5-9 PM; Wednesday 5-9 PM; Sunday rotation 1-5 PM. Hours are subject to change at the discretion of the Assistant Director.

Salary: \$10.00 - \$13.50 in 8 steps.

This position will be posted until the close of business on Friday, July 17, 2015.

7/10/15

cc: Main Library
South Branch Library
West Branch Library
Human Resources
File