

The Warren County Public Library is currently accepting applications for a Public Services Student Assistant.

Job Duties: Variety of fundamental library support work including: sorting and shelving library materials, and ensuring the correct order of such materials on the shelf; assisting patrons who need help locating items throughout the library; providing various levels of customer service when assisting patrons at public service desks; and interacting positively with patrons and staff members to accomplish other related duties as assigned.

Position Requirements: Applicants must be enrolled at a college or university on a full-time or part-time basis for the upcoming semester while actively pursuing an academic degree. Applicants should have excellent customer service skills; outstanding organization skills; ability to sort and file alphanumerically; ability to use independent judgment and take action within specific parameters; ability to stand, stoop, bend, reach, and push book carts; and the ability to use computers and other office equipment proficiently. Traveling to public library branches in Warren County may be necessary. It is preferred that students qualify for the Federal Work Study Program or the Kentucky Work Study Program, if eligible.

Work schedule is up to 20 hours per week. Applicants must be available to work during the following hours:

Tuesday/Thursday: 8:00 AM to 8:00 PM

Friday/Saturday: 9:00 AM to 5:00 PM

Sunday: 1:00 PM to 5:00 PM

Student Employment Applications are available at www.warrenpl.org. Completed applications should be sent to employment@warrenpl.org, mailed to 1225 State Street, Bowling Green, KY 42101 or faxed to 270-781-7323.

The Warren County Public Library is an Equal Opportunity Employer

