



#### PART-TIME LIBRARY ASSISTANT

Part-time position, 10 hrs/wk. The Library Assistant participates in all public service aspects of the library's operation. Additional duties include website design & maintenance, production of a weekly e-newsletter and event publicity. Bachelor's degree or equivalent experience required. Successful candidate will possess excellent communication skills, the ability to work independently and as part of a team, the ability to work at a brisk pace, and the ability to adapt to change. Preference will be given to an individual possessing graphic design skills and organizational capability. Proficiency in the suite of Adobe Creative Cloud products as well as Microsoft Word, Excel, and Publisher is highly desired. Starting wage: \$19.96/hour.

Stop by the library or see [www.grinnell.lib.ia.us](http://www.grinnell.lib.ia.us) for a full job description and application form.

**Posting Date:** 9/19/19 **Closing Date:** 9/30/19 or until filled.

*The City of Grinnell is an Equal Opportunity Employer. Use of tobacco products prohibited. Residency requirement of 15 miles from Grinnell Public Safety Building. Employment contingent on passing a pre-employment, post-offer physical, drug test, and background check.*

Drake Community Library | 930 Park Street | Grinnell, Iowa 50112 | 641.236.2661