



Job Opening

Paraprofessional- Adult Services

Lisle Library's Adult Services Department seeks applicants for a PT (22.5 hours per week), Paraprofessional position.

Salary: \$20.35 - \$29.50 per hour. IMRF and vacation included

Part Time | 22.5 hours per week -- includes evenings and weekends

Position Description:

Come work at the newly renovated Lisle Library District! The Adult Services Department seeks applicants for a part time (22.5 hour per week) Paraprofessional position. Responsibilities include collection development, assisting patrons at public service desks, digital instruction, and providing exceptional reference and readers' advisory service.

Responsibilities may also include the creation and maintenance of Adult Services displays and assisting with program preparations such as assembling craft kits. Excellent understanding of information literacy and extensive knowledge of adult literature required. Experience providing outstanding readers' advisory service preferred.

This position includes regular evening and weekend work. In order to provide exceptional patron service, reliable attendance for this position is expected.

Bachelor's degree and/or LTA certificate required. At least two years working in a service-oriented environment required; public library experience strongly preferred.

Interested candidates:

Please **EMAIL** your resume and cover letter to Elizabeth Hopkins- hopkinse@lislelibrary.org

Contact:

Elizabeth Hopkins

Director of Adult Services

Lisle Library District

777 Front Street

Lisle, IL 60563

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January 7, 2025