



Easton Area Public Library and District Center

Founded 1811

515 Church Street
Easton, Pennsylvania 18042-3587
Jennifer S. Long, Director

Phone: (610) 258-2917
Fax: (610) 253-2231
www.eastonpl.org

Visit our Historic Carnegie Building
One block North of Northampton Street
Between 5th and 6th Streets

Visit our Palmer Branch
Palmer Township Municipal Complex
1 Weller Place, Easton, Pennsylvania

PART TIME REFERENCE ASSISTANT

The Easton Area Public Library is looking for a part-time reference assistant for the Information Desk in Adult Services. This position will begin in mid-July and will be 7-12 hours per week and include days, nights, and Saturdays. Must be flexible.

DUTIES:

- Assist patrons with online catalog
- Basic computer help (printing, reservations)
- Answering patron reference questions
- Using electronic resources
- Assist patrons with use of equipment such as microfilm scanners/copier
- Record usage statistics
- Assist telephone callers with reference and other library questions
- Keep reference area tidy; paper in printers; pencils at workstations
- Other duties as assigned by Coordinator of Adult Services

QUALIFICATIONS:

- BA/BS degree or LTA required
- Must be computer literate
- Some library experience desired

Applications are available online and at the circulation desk. Please send application and resume to: Gail Coakley, Coordinator of Adult Services

Easton Area Public Library
515 Church Street
Easton, PA 18042

accepted through June 20, 2017

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