

ROLE DESCRIPTION:

Gain valuable experience by providing the library with general administrative support and assisting in special projects! Duties include filing, labeling, and other clerical tasks as needed.

GENERAL CLERICAL SUPPORT ASSISTANT

RESPONSIBILITIES:

- Filing
- Labeling
- Other clerical tasks

QUALIFICATIONS/SKILLS REQUIRED

- Must be 18+
- A positive attitude
- Attention to detail
- Ability to perform repetitive tasks
- Ability to work independently

TIME/COMMITMENT

- Hours are flexible

QUALIFICATIONS/SKILLS REQUIRED

- Acquire new skills and gain work experience
- Use as job reference/resume
- Give back to the community
- Gain service hours
- Build new relationships
- Gain behind the scenes knowledge of library resources