



Accepting applications for:

Hourly Library Aide – Information Page
Adult Services

Application deadline: Friday, October 1, 2021

Visit www.icgov.org/jobs to apply online

One hourly part-time position available
Hours: Up to 15 hours per week, including evening and weekend hours

Wage: \$15.00 per hour

Job summary:

Under general supervision, oversees distribution of study rooms, guest computer passes, and computer peripherals. Sorts and shelves library materials. Performs limited reference searches via microfilm and microfiche readers. Provides basic computer assistance. Retrieves storage items. Assists with photocopier, printing station, and scanner. Directs patrons with information and reference queries to appropriate staff.

Minimum qualifications:

High school diploma or equivalent required. Experience working in a library, customer service or related field required. Must pass criminal background check.

More information:

A full job description including a listing of essential duties and responsibilities and necessary knowledge, skills and abilities is available at www.icgov.org/jobs under Job Descriptions.

It is the policy of the City of Iowa City to afford equal employment opportunities for all employees and potential City employees.

Date posted: September 14, 2021

