



BOURBONNAIS

PUBLIC LIBRARY DISTRICT

☎ 815-933-1727 🌐 bourbonnaislibrary.org @ @

📍 250 W. John Casey Rd. Bourbonnais Il, 60914

REFERENCE ASSISTANT POSITION

We are looking for a new Reference Assistant to staff the Information Desk at the Bourbonnais Public Library District. As a Reference Assistant, you will offer technical assistance to our wonderful community over the phone and in the Library.

Duties include helping patrons at the Public Computers, making copies, sending faxes, and providing readers' advisory and reference services. Reference Assistants assist our community with our diversified range of Online Resources and Library Apps. Reference Assistants also help out at the Circulation Desk when needed.

Excellent customer service and technical skills are required. A Bachelor's degree is preferred. This position works approximately 8 hours per week, with 1 Saturday a month.

Please apply by sending your resume and a cover letter to jobs@bourbonnaislibrary.org. No phone calls, please.