



# SOUTHBOROUGH LIBRARY

January 5<sup>th</sup>, 2021

## Job Opening

Department: Library

Position: Library Associate, Part-Time

No. of Open Positions: 1

Library Associate - Southborough, MA. Under the direction of the Library Director, the library associate performs basic-to-moderate library services and professional work at the circulation desk. Provides public service assistance, shelving of library materials, administrative assistance, execute library programs, empties outdoor book drop, and fulfills other duties as needed. Knowledge of library software, computer skills, and previous library experience strongly recommended. Minimum of 3 hours/weekly, required evening and intermittent weekend hours. Additional shifts periodically available. \$18.73 per hour. Please submit a cover letter, resume, and a professional letter of reference to Ryan Donovan, Director, Southborough Library, 25 Main Street, Southborough, MA 01772 or [rdonovan@southboroughma.com](mailto:rdonovan@southboroughma.com). Resumes received by January 19, 2022 will receive preference. This position is not eligible for health insurance or paid leave.