



Fall 2021

HALES CORNERS LIBRARY

5885 South 116th Street **W. BEN HUNT CENTER** Hales Corners WI 53130

Telephone (414) 529-6150

Library Intern / Library Associate Position

The Hales Corners Library is accepting applications to fill a library intern / library associate position. The library is looking for either a library/information science student or an individual meeting job requirements to provide reference services to the general public and assist with projects. Job description and application form are available online at the library's website (www.HalesCornersLibrary.org).

Requirements:

1. For a library intern candidate: A minimum of one of the three graduate level library and information sciences core courses, plus the graduate level general reference course.
2. For a library associate candidate: A bachelor's degree in a relevant area and experience which provides the knowledge, skills, and abilities to perform the job as demonstrated by prior work experience or documented accomplishments.
3. Computer proficiency and a comfort with technology are required including knowledge of and experience using the Milwaukee County online catalog (CoCat) and online resources and databases.
4. Organization, communication and customer service skills, and knowledge of library materials, methods, and techniques are preferred.

Hours of Work: Intern / associate are scheduled to work 8 to 12 hours a week. Applicants must be able to work a rotating schedule that includes Wednesday mornings and Thursday evenings one week, and Friday afternoons and Saturdays the next week. Depending on library needs, there may be other hours during the week and some Sundays.

Length of Employment: Employment starts as soon as possible.

Wages: \$12.75 per hour. AA/EEO/ADA Employer

Application: Send a letter of interest and resume to Assistant Library Director Eric Branske (eric.branske@halescornerslibrary.org).

Deadline: Position(s) will remain open until filled.

Where is Hales Corners? The Village of Hales Corners is less than 20 miles from UWM campus, an easy on/easy off from Interstate 43. Free off-street parking at the library. [Click here](#) for a map showing the location of the Hales Corners Library.

For more information about the library and the Village of Hales Corners please check the library's website www.HalesCornersLibrary.org and the Village's website www.halescorners.org.

Our mission is to provide the community with a space dedicated to the power of knowledge and technology, the world of culture, and the joy of reading by providing excellence in library services, resources, and programs.