



# HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

## ADULT SERVICES ASSISTANT (PT)

The Hudson Library and Historical Society, a 5-Star Library, is looking for two energetic, creative, customer service-oriented paraprofessionals to join our Adult Services Team. The ideal candidate must have excellent interpersonal skills and experience with online media, services and software, and a strong commitment to customer service.

### Responsibilities:

- Provide Reference Assistance – Answer patron questions, readers' advisory, catalog and computer use, downloadable eMedia and mobile device usage, database instruction and local history and genealogy support.
- Create innovative, educational and entertainment-based programs.
- Promote library activities and services through social media tools, troubleshoot basic printer, computer, mobile device and software issues.

### Qualifications:

- Bachelor's Degree required. Previous library experience preferred.
- Proficient with emerging technologies and their application in library setting.
- Skilled in assisting customers with a wide variety of hardware and software products.

### Salary and Benefits:

These two part-time (24 hours/week) openings include regular evening and weekend hours. The hourly rate is \$16.25.

### Closing Date:

Resumes will be accepted until the position is filled.

### Instructions for Applying:

Please submit a letter of interest, resume and three professional references to:

Polly Reynolds, Head of Adult Services & Archives  
Hudson Library & Historical Society  
96 Library Street  
Hudson, OH 44236  
[polly.reynolds@hudson.lib.oh.us](mailto:polly.reynolds@hudson.lib.oh.us)

No phone calls please.

For a complete job description, please visit [www.hudsonlibrary.org/employment-opportunities](http://www.hudsonlibrary.org/employment-opportunities).