

**Institution:** Stevens Memorial Library

**Job:** *Library Assistant*

**Duties/Description:** The Stevens Memorial Library seeks a full-time library assistant with a focus on exceptional customer service. Duties will include circulation, supporting library programs, cataloging, and other similar responsibilities.

**Qualifications:** High school diploma or equivalent; three (3) years of customer service experience preferred. General knowledge of library principles and practices; ability to communicate effectively; skill with computers and other technology.

**Compensation:** \$14.73/hour; 35 hours a week; includes evening and Saturday hours

**Closing Date:** June 10, 2015

**Send:** To apply, please send a letter of interest and resume by June 10, 2015 to Emily Donnelly, Library Director ([edonnelly@ashburnham-ma.gov](mailto:edonnelly@ashburnham-ma.gov) )

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