

Library Assistant

10 hrs. p/week, \$10/hr



Job Description

This part-time position will include customer service, as well as administrative, technical, and other tasks under the direction of the Library Director. Duties will include but are not limited to:

- Processing, lending, locating, and shelving of books, DVDs, and other materials.
- Entering, updating, and maintaining digital patron records, along with sending overdue notices as necessary.
- Instructing patrons on how to use the library catalog and other online resources including databases, Libby, etc.
- Planning and executing library programs for all ages as approved by the Library Director, such as story time, school visits, presentations, book clubs, etc.
- Other duties as assigned, such as: creating book displays, gathering statistics, shelf reading, weeding, routine office tasks, cleaning, etc.

The ideal candidate will have experience working in a library setting and/or experience in customer service in addition to being comfortable with technology. This position requires good oral and written communication skills, the ability to multitask, and manage time effectively.

To apply for this position, applicants must have a high school diploma or GED. Additional college courses or degree in a library adjacent field (i.e. English, Communication, Library Sciences) is preferred, but not required.

This position is 10 hours per week at \$10/hr., covering a variety of afternoon, evening, and weekend hours. Schedule is negotiable. The City of Oxford will perform a background check upon job offer.

Please email, or stop at the library for an application. Resume and completed application may be delivered in person or sent via email to oxfordlibrary@southslope.net. Questions regarding the position or application process should be directed to Library Director Lauren Roberts at the email listed above.

Position open until filled, with preference given to applications received by April 4, 2026.