

We are looking for a new Reference Assistant to staff the Information Desk at the Bourbonnais Public Library District. If you're a team player with excellent customer service and technical skills, please consider applying!

Duties include providing technology assistance to patrons over the phone and in the library, overseeing the computer area, operating our scanner, copier, and fax machine, and assisting the department head as necessary. Reference Assistants also help out at the Circulation Desk when needed.

This position requires these hours:

Monday and Wednesday: 1 pm - 5 pm

Friday: 1 pm - 4 pm

As well as 9 am - 4 pm on the 2nd Saturday of each month.

Please apply by sending your resume and a cover letter to jobs@bourbonnaislibrary.org. No phone calls, please.