

STUDENT EMPLOYEE OPENING

HAGEN RANCH ROAD BRANCH

POSITION:

Literacy Student Employee

DUTIES:

Copy and assemble material for program needs. Prepare handouts for activities and trainings. Answer telephone, greet visitors and complete intake forms. File paperwork and maintain records. Assist in collection maintenance. Enter program data.

HOURS:

Twenty (20) variable hours per week, Monday - Friday, 8:00 am to 5:00 pm

QUALIFICATIONS:

Graduation from high school or an equivalent recognized certification and enrolled in an accredited college level program.

WAGE:

\$13.00 per hour

DEADLINE FOR APPLICATION:

Open

HOW TO APPLY:

Complete the New User Registration form online, print out the finished form and deliver to the Member Services desk or submit applications/resumes directly to Marianne Heard: literacy@pbclibrary.org



Scan to complete
New User Registration

Hagen Ranch Road Branch

14350 Hagen Ranch Road
Delray Beach 33446
Phone: (561) 894-7500

The Palm Beach County Library System is an EO/AA employer, M/F/D/V.



CONNECT. INSPIRE. ENRICH.
www.pbclibrary.org
f i X in @ #pbclibrary



Palm Beach County Board of County Commissioners
Maria Sachs, Mayor; Maria G. Marino, Vice Mayor; Gregg K. Weiss,
Michael A. Barnett, Marci Woodward, Sara Baxter, Mack Bernard