



HUDSON LIBRARY & HISTORICAL SOCIETY

96 LIBRARY STREET · HUDSON, OHIO · 44236

Job Title: Adult Services Assistant (Part-Time)

Immediate Supervisor: Head of Adult Services & Archives

Positions Supervised: None

FLSA Status: Non-Exempt

Position Summary:

Under the general supervision of the Head of Adult Services and Archives, provides innovative adult service and archives support, programs and outreach.

Principal Responsibilities:

- Provides assistance and support at public service desks including reference, readers' advisory, catalog and computer use, downloadable eMedia and mobile device usage, database instruction and local history and genealogy support.
- Promotes library activities and services through social media tools, troubleshoot basic printer, computer, mobile device and software issues.
- Develops, promotes and executes innovative, educational and entertainment-based programs.
- Keeps current with library trends and emerging technologies and recommends new initiatives to department head.
- Works collaboratively with library staff to provide the highest quality customer service.
- Assist with special projects as needed.
- Performs other duties as assigned.

Required Experience, Skills, Knowledge and Abilities:

- Must be proficient with emerging technologies and their application in a library setting.



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- Skilled in assisting customers with a wide variety of hardware and software (in both MAC and PC environments) including MS Office products; the ability to effectively troubleshoot basic printer, computer, mobile device and software issues.
- Demonstrates respect for diversity, equity, and inclusion of cultural values.
- Possess strong customer service skills.
- Excellent oral and written communications skills.
- Is proficient in or possesses a strong desire to learn other appropriate technology (social media, tablets and other personal devices, Zoom, Canva).
- Flexibility in schedule with ability to work nights and weekends as required.

Education and Experience:

- Bachelor's Degree required. Previous library experience preferred.