Career Development Opportunity

Site Supervisor: Amber Wilde
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Are you a BHSU Alumni?: No
If yes, what year did you graduate?:

Opportunity Details
Business, Company, Organization Name: Grace Balloch Memorial Library
Company Description: Grace Balloch Memorial Library is a public library and a department of the City of Spearfish.
Opportunity Offering: Work Study
Work Study Options:
Opportunity Title: Library Page - Work Study
The opportunity will take place in?: Grace Balloch Memorial Library in Spearfish
Start Date: 8/26/2019
End Date:
Weekly Hours: 8
Hourly Wage: $9.53
What does the opportunity provide?:
This is an off-campus federal work study opportunity in a clean, quiet, friendly environment. Some past pages have gone on to seek education and employment in the field of library science.

What are the characteristics of a qualified candidate?:
Must be 16 years of age or older.
Must be eligible for Federal Work Study
Physical Requirements:
Ability to lift or transport books and materials to assigned work stations and storage areas.
Ability to walk, climb, and reach assigned work areas or quarters.

What skills are needed to be successful?:
• Ability and willingness to learn library procedures and routing.
• Computer proficiency.
• Excellent interpersonal and communication skills
• Ability and willingness to follow directions both verbal and written.

The library page will primarily be responsible for performing routine library duties to assist in the operation of the Grace Balloch Memorial Library.
The library page will be required to have a physical presence and regular and reliable attendance.
The library page will accurately shelve and retrieve books and/or media in the Library.
The library page will handle basic automated and manual circulation tasks.
The library page will assist with maintaining patron accounts.
The library page will assist in maintaining the physical appearance of the Library.

**Application Process:**
Apply online at [www.cityofspearfish.com](http://www.cityofspearfish.com) on the career opportunities page. Equal Opportunity Employer. Individuals with disabilities who need reasonable accommodations to complete the job application process are encouraged to apply and should contact the Human Resource Director to commence the accommodation interactive process.

**Application Deadline:** Position open until filled.