Student Internship

Employee Grade 9
$1,500 Honorarium
Part-Time / 15 hours per week / 1 trimester

General Description

Get introductory training in most departments of the library. Library staff will provide educational tasks and fun activities that introduce interns to working in a library while providing real work experience.

Duties and Responsibilities

- Assist customers with basic library questions (find collections, use the catalog, print materials/use copy machine)
- Welcome and assist museum visitors at the Evelyn Lehman Culp Heritage Collection
- Shelve and shelf-read all library materials, review and withdraw books in the collection, and search for missing library materials
- Assist with cataloging and inventory of library materials
- Attend outreach events
- Assist with library programming and program planning
- Assist in research, arranging exhibits, and preparing items for storage at the museum
- Assist in creating promotional materials for programs, services, and library collections
- Create and schedule content for the library's social media and practice photography and videography basics
- Organize and monitor supplies
- May perform other duties as assigned

Requirements

- Must be currently enrolled as a student at NorthWood High School or be a student in the Wa-Nee School District.
- GPA of 3.0 and 95% school attendance preferred
Honorarium

This is a volunteer position for which no wages will be paid. However, a one-time honorarium of $1,500 will be presented to the Student Intern after the successful completion of the trimester. To complete the internship, the Library Intern must meet the requirements and perform the duties listed to the best of their ability while maintaining good attendance and attitude.

This honorarium was made possible by the Nappanee Rotary Club. The honorarium must be formally accepted, in person, at a Nappanee Rotary Club meeting.

Supervisor

- Adult Services Manager

This internship description is intended to describe the general nature and level of work being performed by a person assigned to this internship. They are not to be construed as an exhaustive list of all duties that may be performed by a person so classified.