

STUDENT EMPLOYEE OPENING

LIBRARY ANNEX

MATERIAL ACQUISITION, FINANCE & FACILITIES

POSITION: Student Employee

DUTIES: Opens boxes and verifies incoming shipments/materials with packing list and invoices. Organizes library materials using distribution cards and book trucks to be cataloged and processed. Other duties as relevant to the responsibilities of the position or as assigned by the supervisor.

HOURS: Twenty (20) hours per week, Monday-Friday
Flexible hours between 8:00am & 5:00pm.

QUALIFICATIONS: Must be 16 years of age or older and enrolled as a student in an accredited educational or vocational program.

WAGE: \$12.50 per hour

DEADLINE FOR APPLICATION: Open

HOW TO APPLY: Please submit applications and resumes directly to:
Keisha Phillips-Daley at phillips-daleyk@pbclibrary.org



Scan to complete
New User Registration

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



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