

# STUDENT EMPLOYEE OPENING

## 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, 8:00 am to 5:00 pm

### QUALIFICATIONS:

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

### WAGE:

\$13.00 per hour

### DEADLINE FOR APPLICATION:

Open

### HOW TO APPLY:

Please submit applications/resumes directly to Keisha Phillips-Daley: [phillips-daleyk@pbclibrary.org](mailto:phillips-daleyk@pbclibrary.org)



Scan to complete  
New User Registration

**Library Annex**  
4289 Cherry Road  
West Palm Beach 33409  
Phone: (561) 649-5500

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



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