



## **Library Assistant**

Founded by Detroit philanthropists George and Ellen Booth in 1904, the Cranbrook Educational Community is one of the world's leading centers of education, science, and art. Comprised of a graduate Academy of Art, contemporary Art Museum, House and Gardens, Institute of Science, and more than 1,600 students attending our Pre-K through 12 independent college preparatory Schools, Cranbrook welcomes thousands of visitors and students to its campus each year. Critics have called Cranbrook "the most enchanted and enchanting setting in America" and in 1989, it was designated a National Historic Landmark. The campus is located in Bloomfield Hills, Michigan, about 20 miles north of Detroit. For more, please visit our website: [www.cranbrook.edu](http://www.cranbrook.edu).

The **Library Assistant** provides clerical and paraprofessional support at the Art Academy Library.

### **Responsibilities include, but are not limited to:**

- Perform general circulation desk duties (check-out, check-in, renewals)
- Assist students and library patrons with directional and reference questions
- Process new books and other library materials
- Oversee periodicals collection: check in new issues, claim missing issues, prepare volumes for binding
- Prepare library reports, statistics, indexes, etc.
- Maintain vertical file collections
- Prepare monthly new acquisitions lists
- Perform basic book repairs
- Manage the library in the absence of the Director of Library and Academic Resources or Librarians (requires evening and weekend hours during the academic year)
- Other duties as assigned

### **Requirements:**

- Bachelor's degree; experience with MS Windows/MS Office; experience working with the public required.
- Art background; library experience preferred.

This part-time position includes eligibility for paid time off, participation in our retirement programs with employer contribution, and a unique environment in an educational setting that values collaboration. Approximate hours will be 25 per week.

For consideration, please submit a resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or fax (248) 645-3014. Applications and HR email address for submissions can be found on the Employment page of our website at [www.cranbrook.edu/employment](http://www.cranbrook.edu/employment) **(Please note that a fully completed employment application is required for consideration)**