



The Taft School

110 Woodbury Road
Watertown, Connecticut

POSITION DESCRIPTION

JOB TITLE: Library Evening/Weekend Assistant

DEPARTMENT: Library

REPORTS TO: Library Director

POSITION / FTE: Part Time (Non Exempt Staff)

Position Requirements:

The duties and responsibilities of the Library Assistant in the Library include, but are not limited to:

- ◆ Evening and Weekend coverage of the Taft Library. This may include a combination of the following:
 - ◆ Weeknights from 4pm – 10pm
 - ◆ Saturdays from 9am – 2pm
 - ◆ Sundays from 2pm – 10pm when school is in session
- ◆ Provide library assistance to students, faculty, and guests.
- ◆ Additional hours and other projects as assigned.

Minimum Desired Qualifications:

- ◆ College degree, MLS/MLIS or equivalent preferred;
- ◆ Library or teaching experience, preferably at the secondary level;
- ◆ Computer proficiency.

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