



Position: Reference Assistant, 20H – Nights and Weekends

Location: Main Library @ Rock Hill

Starting Salary, Benefits, & Hours

Beginning salary is \$15.65 an hour for 20 hours per week; the weekly work schedule is nights and weekends. The benefits package for the Reference Assistant includes state retirement, vacation and sick leave.

General Statement of Job:

The Reference Assistant is responsible for providing excellent customer service to patrons of all ages in a busy setting. Primary duties include reference assistance, homework help, reader's advisory and basic technology assistance. Other duties as assigned.

Minimum Training and Experience

Requires a bachelor's degree or an equivalent of education, training, and/or experience; a MLS/MLIS degree is a bonus. Experience with computers and digital technology is important. Customer service skills and problem solving skills are essential.

Application Process

- Applications are available at any York County Library or online at www.yclibrary.org. Incomplete applications will not be considered.
- Resumes are required, and will not be accepted in lieu of a York County Library employment application.
- The completed application along with the accompanying resume may be hand delivered, mailed, or emailed to Donna Andrews (donna.andrews@yclibrary.org), Reference Services Manager, Main Library @ Rock Hill, 138 East Black Street, Rock Hill, SC, 29730.
- Eligible candidates will be contacted to arrange an interview after the closing date listed below.
- Due to the high volume of applications received, acknowledgement of their receipt will not be sent to applicants.

This posting will close on Friday, September 30, 2022.