



CURRENTLY RECRUITING FOR  
**MLIS Library Internship,  
Brookwood Library**

The City of Hillsboro is accepting resumes from graduate students in a Masters of Library Science/Library and Information Science program for one six-month Library Intern position.

Under the supervision of library staff, this position is responsible for assisting with a variety of library functions.

This Library Intern position is a temporary, part-time 10 hour/week internship at \$15/hour. Hours may be scheduled on evenings and weekends. The Library will work with the student's schedule to the best of our ability and we can be flexible to adjust for class schedules.

**Resumes will be accepted until December 5, 2017.**

**Internship Process & Timeline:**

**Nov 27 – Dec 13, 2017:** Application, Interview and Selection Process

**January – June, 2018:** Internship period

**Internship Goal:**

To provide a meaningful and important intern experience to a local student enrolled in a Masters of Library Science program.

**General Description of Duties:**

- Work closely with the Community Engagement, Outreach, and UX teams, with specific focus on equity, diversity, and inclusion
- Participate in discussions with various City and County departments to identify outreach opportunities for underserved communities
- Work and engage with a wide variety of Library patrons and community members
- Assist with and participate in a wide variety of outreach and community engagement events, including event setup and cleanup; examples of this type of event may include business roundtables, afterschool visits, Kindergarten Fairs, visits to senior residential facilities, work with teens involved in the juvenile justice system, naturalization classes and ceremonies, and Project Homeless Connect
- Assist with events involving the Library On the Loose mobile van and Uni Project mobile library
- Learn about the daily operations of a busy and innovative public library
- Work with other Library staff to learn about job duties and projects throughout the Library
- With support and training, provide library service to patrons
- Attend staff meetings and trainings
- Provide input and give feedback regarding work in the library settings
- Promote a culture of teamwork and communication by working in collaboration and treating coworkers with respect and dignity and maintaining an open mind to diverse voices and ideas



CURRENTLY RECRUITING FOR  
**MLIS Library Internship,  
Brookwood Library**

**The ideal candidate will:**

- Have interest in learning more about the Hillsboro Public Library, the City of Hillsboro and Public Service
- Be bilingual Spanish/English speaking (preferred)
- Provide positive and effective customer service with creativity and innovation
- Demonstrate an outgoing personality and a sense of humor
- Have the ability to work with constant interruptions
- Have knowledge of modern office equipment

**Requirements:**

- Currently enrolled in an MLS/MLIS program
- Must complete and pass criminal background check

**How to Apply:**

Submit letter of interest and resumé by December 5, 2017 to:

Hillsboro Public Library

Attn: Philip Delgado

2850 NE Brookwood Parkway

Hillsboro, OR 97124

Or by email to [philip.delgado@hillsboro-oregon.gov](mailto:philip.delgado@hillsboro-oregon.gov)

with *Library internship* in the subject line

Questions? Contact Philip Delgado, Brookwood Neighborhood Librarian Supervisor, at the email above or at 503-615-2492.