

Library Internship

duPont-Ball Library
421 N. Woodland Blvd., Unit 8418

Debbi Dinkins: 386-822-7179; ddinkins@stetson.edu

- Semester of Internship: Spring 2020
- Weekly hours: 10 hours per week – offices open Monday – Friday, 8:00 AM – 5:00 PM
- Flexible schedule (will work with class schedule, exam preparation, and university holidays)
- Unpaid position – receive academic credit upon faculty approval

Duties and Responsibilities:

- Experience a variety of duties in library departments, including Archives, Reference, Circulation, Collections Management (e.g., acquisitions, periodicals, e-resources management), Innovation Center, and Library Administration
- Create a weekly blog describing activities and projects as part of the internship
- Provide excellent customer service to library users, both in the library and users off-campus
- Attend departmental and library meetings
- Represent Stetson University in a positive and professional manner

Requirements:

- Junior, Senior, or Graduate Student in good academic standing
- 2.5 GPA or higher
- Open to all majors/minors
- Ability to work alone and with a team to reach desired outcomes
- Ability to complete tasks in a timely fashion
- Mature, responsible, dependable individual willing to supervise peers on occasion
- Ability to work flexible hours, including occasional night and weekend hours
- Open to learning new technologies, especially general office technologies (e.g., Microsoft Office Suite) and general library technologies (e.g., Integrated Library Systems software)
- Strong organizational and time-management skills
- Excellent oral and written communication skills

Additional Information:

- Intern will report directly to the Associate Dean of the Library, with tasks, duties assignments and regular feedback made by each departmental mentor
- Upon conclusion of the internship, the intern will have met and worked with each major functional unit in the library
- Library interns will gain familiarity with the working philosophy of an academic library in terms of mission, strategic plan, and the role of the academic library in the larger university
- Library interns will acquire the information literacy skills to support future research in support of graduate course work and/or lifelong learning

Application Process: **Deadline for Application: November 15, 2019**

Submit cover letter and resume to Debbi Dinkins, Associate Dean of the Library, at ddinkins@stetson.edu. One in-person interview with the Library Internship Committee will be required of each candidate.