

# ***Calumet Public School Library***

57070 Mine St. Calumet, MI 49913

Phone: 906.337.0311 Ext. 1107

Fax: 906.337.3848

---

## **Announcement of Position Vacancy**

September 17th, 2026

### **Title of Position:**

Assistant Librarian, part time 8 hours/week, plus on call as needed.

### **General Description:**

- Familiar with Workflows, Sierra, and MEL for book circulation and requests
- Train and direct student librarians
- General computer knowledge
- Strong customer service skills
- Ability to work independently and make decisions in accordance with established policies and regulations
- Be well versed in all aspects of daily library routines

### **Qualifications:**

Have or be able to obtain a level 3 Library of Michigan Certification(preferred)

- (a) A bachelor's degree from an accredited college or university.
- (b) Completion of the [Beginning Workshop](#) offered by the Library of Michigan.

Have or be able to obtain a level 4 Library of Michigan Certification

- (a) A high school diploma or its equivalent.
- (b) Completion of the [Beginning Workshop](#) offered by the Library of Michigan.
- (c) One year of full-time employment or its equivalent consisting of library work experience following the completion of educational requirements.

### **Salary:**

\$13.75/hour

### **Closing Date:**

Until filled.

### **Application:**

Send a letter of application which addresses qualifications for job responsibilities, resume indicating previous experience, and list of references to:

Honora Mason, Library Director  
Calumet Public School Library  
57070 Mine Street  
Calumet Michigan, 49913  
906.337.0311 ext 1111  
hmason@clkschools.org

The Public Schools of Calumet, Laurium, and Keweenaw are an Equal Opportunity Employer.