

**Adult Learner Assistant (part-time): Hartford Public Library** seeks creative and flexible individual for Adult Learner Services. Responsibilities: providing classroom and online educational support; community outreach; data collection and tabulation; and U.S. Passport Services. Minimum requirements: Bachelors Degree or equivalent experience required. **Bilingual: English/Spanish.** In accordance with U.S. Department of Homeland Security directives this position requires possession of U.S. citizenship. Part time position; up to twenty hours per week starting at \$19.19 hourly. Full requirements, job description and application are available online at <http://hplct.org/about/job-openings> or Administrative Office, Hartford Public Library, 500 Main Street, Hartford, CT 06103. **Applications accepted until filled.**

### **Hartford Public Library**

Adult Learning Assistant  
Unit

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Bargaining

Reporting to the Adult Learning Services Manager, the Adult Learning Assistant is responsible for the support of Hartford Public Library's mission & core values. This includes: providing classroom and online educational support; community outreach; data collection and tabulation; and U.S. Passport Services.

### **DUTIES AND RESPONSIBILITIES**

#### **PUBLIC SERVICE**

- Register and test adult literacy/ESOL students; document progress.
- Instruct students, tutors, and others in use of e-Learning tools.
- Provide educational support material for students; recommend library related programs; make referrals to outside agencies.
- Support teachers with instruction and classroom preparation.
- Serve as liaison to targeted populations and their families at community centers, social service agencies, schools and churches; provide information about adult learning opportunities and full range of library services.
- Develops and presents library sponsored programs for all age groups including working with educators for class visits and library instruction.
- Assist customers with navigating the Internet efficiently and effectively.
- Provide immigration counseling upon completion of training and certification (training will be provided)
- Serve as a Passport Agent (training will be provided).
- Provide translation and interpreter services for Spanish speaking customers.
- Handle program and event preparations and logistics.

#### **COLLECTION DEVELOPMENT**

- Process books and other materials.

#### **ADMINISTRATIVE**

- Prepares daily, monthly, and annual reports as required.
- Participates in the overall administration of Hartford Public Library through committee or taskforce assignments.
- Maintains an inventory of supplies and prepares a supply request at regular intervals.
- Perform other duties as required.

## **PROFESSIONAL**

- Reads professional journals regularly.
- Maintains membership in professional organizations and actively participates as work and personal time allow
- Serves on professional and community committees/boards where appropriate

## **POSITION QUALIFICATIONS**

- Bachelors Degree in a related discipline or equivalent experience.
- Previous Library experience highly desirable.
- In accordance with U.S. Department of Homeland Security directives this position requires possession of U.S. citizenship.

## **NECESSARY KNOWLEDGE, SKILLS and ABILITIES:**

- Strong commitment to working within a team management structure.
- Strong commitment to public service.
- Strong communication skills.
- Strong computer skills with expertise in word-processing, spreadsheet and database programs.
- Spanish language fluency.
- Valid Connecticut driver's license or ability to obtain upon employment.

## **OTHER SKILLS, ABILITIES, AND KNOWLEDGE**

- Multi-task oriented
- Flexible in work habits
- Excellent organizational skills
- Energetic, motivated, and creative professional with strong service orientation
- Ability to work well as a team leader and team member as well as ability to work independently
- Ability to deal tactfully and courteously with all ages of people in a public service context and with professional colleagues
- Ability to attend meetings and conferences as required by the Library or as dictated by professional commitment
- Ability to read and comprehend documents, technical journals, library policies and procedures
- Ability to design, develop, and proofread written and visual materials
- Ability to work nights and weekends
- Language Skills
  - Ability to express ideas clearly and concisely, both orally and in writing.
  - Fluent in English and Spanish, both orally and in writing.
  - Ability to effectively present information to other employees of the organization and the public

- Mathematical Skills
  - Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals
- Reasoning Ability
  - Ability to apply common sense understanding to carry out written and oral instructions.

**PHYSICAL DEMANDS**

- Ability to work a varied schedule, including occasional evenings and weekends, to attend meetings and events.

May need to lift boxes, crates or pieces of equipment weighing up to 50 pound

Hartford Public Library requires a Criminal Background Check and Pre-employment Drug Testing on applicants who are selected as a finalist for the position. Applicants will be provided a copy of any positive drug test results. A criminal record does not necessarily eliminate you from employment with Hartford Public Library. Each conviction will be reviewed with respect to the offense, circumstances, seriousness and the position for which you apply. **E.O.E.**