



Human Resources - 100 S. Myrtle Avenue - P.O. Box 4748  
Clearwater, Florida 33758-4748  
Phone (727) 562-4870 Fax (727) 562-4877  
www.myclearwater.com

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## EMPLOYMENT OPPORTUNITIES

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### STUDENT INTERN CITY OF CLEARWATER LIBRARY SYSTEM \$8.05 - \$13/hour based on Education Level

The City of Clearwater Library Department is seeking a college student or recent graduate for a nine-month paid internship. Responsibilities of the position will include: working with volunteers and library staff at four Clearwater library branches; assisting patrons with the use of smartphones, tablets, e-readers, and laptops during drop-in Computer Help labs; setting up class laptops; staying current with emerging technologies; tracking and reporting program attendance; and other associated projects, such as creating and updating e-reader and other technology tutorials.

This position is scheduled to begin immediately, and last for a period of nine months. The selected candidate will be paid an hourly rate, but will not be eligible for benefits, and will work approximately 20 hours per week, 10 hours of which will be direct class time.

The work schedule is:

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|-----------|---|
| Monday    | 2:30 pm – 6:00 pm at the North Greenwood branch |
| Tuesday   | 11:30 am – 3:30 pm the East branch              |
| Wednesday | 10:00 am to 7:00 pm at the Main branch          |
| Thursday  | 12:00 pm to 4:00 pm at the Countryside branch   |

#### **Qualifications**

- Currently enrolled in a degree-seeking program or have graduated within the last 12 months. Library science students are encouraged to apply, but a library background is not required for this position.
- Comfortable working with a diverse population of library patrons, primarily older adults and those looking to increase workplace skills. We pride ourselves on providing students with a supportive learning environment. Patience and good customer service are critical skills for the success of this program.
- Ability to work independently with limited supervision.
- Ability to clearly communicate technical information to those with limited or no technical background and model for the patron how to troubleshoot technical issues.
- Strong working knowledge of current technologies, hardware, and social media, and a genuine enjoyment for learning new technology.

Interested individuals can submit completed applications to the Human Resources Department and/or any branch of the Clearwater Library System. Applications can be accessed and printed via the website at [http://www.myclearwater.com/employment/pdf/Employment\\_Application.pdf](http://www.myclearwater.com/employment/pdf/Employment_Application.pdf). For more information on the position, please contact Roxana Grinov at [roxana.grinov@myclearwater.com](mailto:roxana.grinov@myclearwater.com) or 727-562-4970.

**The City of Clearwater is an Equal Opportunity Employer (EOE).**