

Superiorland Library Cooperative
1615 Presque Isle Avenue Marquette, MI 49855

Position: Great Lakes Talking Books (GLTB) Reader Advisor
Salary: Part-time ; \$13-\$15 / hour; Retirement Plan
Supervisor: Director
Worksite: 1615 Presque Isle Avenue Marquette, MI 49855
Website: <http://greatlaketalkingbooks.org/>

Job Description :

The Great Lakes Reader Advisory and Outreach Library is part of a national network of libraries serving people who cannot read regular print because of a vision or physical disability. Talking Books, magazines and digital playback equipment are provided without charge to qualified readers. Reader Advisors provide direct, one-to-one local support for people in 15 Upper Peninsula counties and Alpena and Crawford counties.

Responsibilities:

1. Provides Help Desk support for Talking Book readers via toll-free telephone and walk-in service.
2. Add and maintain Talking Book reader information in BTBL's automated system.
3. Select and order books and magazines based on each reader's interests.
4. Perform outreach at public libraries and in the community to promote awareness about GLTB services.
5. Create a biannual newsletter for GLTB patrons
6. Assist Director with statistics reported to the Lansing Regional Braille and Talking Book Library (BTBL) and the Library of Congress National Library Service for the Blind & Print Disabled
7. Follow-up with inactive readers, lost materials, and other problem-solving activities to improve Talking Book service.
8. Other duties as required.

Qualifications:

Bachelor's Degree in library studies, education or related field desirable. Good writing and communications skills required. Computer skills and knowledge of MS Office applications required. Willing to learn new software applications. Other physical requirements: Manual dexterity, visual acuity, and keyboard skills to operate computer, fax, and copier with accommodation. Ability to hear and answer on the telephone and write via email with accommodation.

Applications: Email application to jobs@uproc.lib.mi.us **Subject: GLTB Application** Applications received by Wednesday, March 18 at Noon ET will be given first consideration. Position will remain open until filled.