

EPA Region 8 Librarian Assistant (OCPI) Intern Description

Position Title: Librarian Assistant

Background: EPA libraries provide virtual and physical access to information resources to support the mission of the EPA. The Region 8 Technical Library serves internal staff and the public in 6 states and 27 Tribal Nations. The library is the focal point for access to the Agency's collection of technical reports, journals, maps, charts and other resources.

Position Description: The Library intern will assist the Librarians in inventorying and weeding the collections. The intern will create documents to aid in the dispersal process.

Specific duties may include, but are not limited, to the following:

- Create spreadsheets listing library items that will be dispersed
- Assist with annual inventory project due June 30th.

Desired Skills:

- Excellent written and verbal communication
- Excellent attention to detail
- Basic Excel
- Basic Word
- Ability to work independently
- Works well on a team

Knowledge/Experience (optional, but a bonus):

- Any experience working in a library.

Timeline:

Intern will be on board for a minimum of 3 months, maximum of 6 months (there may be an opportunity to extend for a maximum of 6 months depending on circumstances, but this is not assured).

Desired hours per week: 12 – 20 hours per week

(preference will be given to qualified candidates available to work more hours per week).

Desired start date: Immediately

(Please Note: From the time of acceptance, there will be a 2-4 week period prior to first day of work while paperwork is completed.)

For More Information: Caroline Williams (303-312-6299) or Lydia Frederick (303-312-6743).

To Apply: By March 31, 2017, send cover letter (indicating position(s) of interest), resume and college transcript to R8EPAintern@epa.gov.

[For additional information on how to apply and about EPA Region 8](#)