

**INFORMATION TECHNOLOGY STUDENT INTERNSHIPS @GREENSBURG
HEMPFIELD AREA LIBRARY
Fall 2019**

**Desired Majors: Information Technology, Communications, Education, or Library
Information Science**

About: The Greensburg Hempfield Area Library is a non-profit organization that is dedicated to enriching our community by promoting literacy and fostering lifelong learning.

The Greensburg Hempfield Area Library is seeking student interns looking to complete an internship for college credit. The library is looking for a detail-oriented individual with strong communication skills to help grow the library's services within the community. Students will be able to add to their portfolios, as well as practice or enhance their networking, technology, communication, and teaching skills.

Duties:

- Primary duty: run a one-on-one program helping library patrons with their technology concerns. Candidate must have enough basic knowledge of most devices and communication skills to explain various concepts.
- Examples of one-on-one sessions include, but are not limited to: creating first email accounts, explain Google Drive, basics of the internet, how the following work: Apple and Android cell phones, e-readers, Apple devices, laptops, helping with resumes and online job applications.
- Secondary duty: help library staff maintain their WordPress website

Education and Background (desired):

- Current college students pursuing a degree in Information Technology, Communications, Education, Library Information Science, or related field
- Strong interpersonal skills with ability to work cooperatively with team members
- Strong attention to detail across various platforms
- Ability to follow directions, ask questions, and work independently
- Basic knowledge of WordPress, PHP, HTML, or CSS

Physical Requirements/Work Conditions:

- Ability to sit for moderate periods at desk/computer throughout day
- Some lifting, bending, stooping may be required; ability to lift a minimum of 35 lbs.

Location:

GREENSBURG HEMPFIELD AREA LIBRARY
237 S. Pennsylvania Ave Street
Greensburg, PA 15601

Contact:

Sara Deegan, Community Engagement Librarian
sara.deegan@wlnonline.org, 724-837-5620

Send cover letter, resume, and references via email by August 29th.