

**ON-CAMPUS EMPLOYMENT OPPORTUNITY
2011/2012**

Department: Magill Library

X HC BMC

Building: Magill

Contact Person: Heidi McKay

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**Description of Position: Bindery Assistant
Reports to: Bruce Bumbarger**

Assistants perform a wide range of bookbinding and repair operations on items from the library circulating collection. Assistants will learn simple, and eventually more advanced, hand binding. Work may include:

- paperback and pamphlet binding
- box making
- repair and rebinding of hard-cover books
- hard-cover binding of new materials
- paper cleaning and mending
- some responsibility for maintenance of bindery tools and equipment, and for the preparation of materials and supplies

Hours Required: 6-10

Jobs for this department are only available 9AM-5PM

Skills/experience needed:

Applicants should be:

- interested in craft work, and have good manual dexterity
- prepared to work in a neat and orderly fashion
- dependable, consistent, and willing to make and meet commitments
- able to work in minimum two-hour shifts
- preferably in their first or second year; training for this position is fairly time-consuming

During their initial training, assistants will be expected to work between 9:00 am and 4:00 pm. However, once the first stages of training are completed, they will have some flexibility in setting their schedules.

To apply:

We are accepting applications on a rolling basis and forms can be found at our circulation desk or on our website @ <http://www.haverford.edu/library/> .

(For office use only) Date posted:

Initials: