

<b>Job Title</b>	Adult Program Specialist – Lone Star College / Tomball Community Library
<b>Employer/ Agency</b>	Public Library
<b>Job Description</b>	<p><b>Brief Adult Program Specialist Position Overview:</b> This position is responsible for developing programs for an adult audience. Provide customer service, reader’s advisory, and basic reference service. Exemplify the high standards and expectations for the library system in its daily operations and services.</p> <p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Provide customer service, reader’s advisory, and basic reference service within and beyond our walls</li> <li>• Promote library services to adults and the community</li> <li>• Collaborate with the branch team to develop, implement, and market programs in the library and community</li> <li>• Develop and maintain cooperative relationships with local/community organizations</li> <li>• Develop an engaging and attractive library collection</li> <li>• Attend staff meetings, activities, and/or professional conferences, and actively serve on committees</li> <li>• Other duties as assigned</li> </ul> <p><b>Knowledge, Skills &amp; Abilities:</b></p> <ul style="list-style-type: none"> <li>• Proficient in MS Office Suite (Word, Excel, PowerPoint, Outlook)</li> <li>• Excellent communication skills (verbal &amp; written)</li> <li>• Ability to establish and maintain effective working relationships and foster teamwork in a diverse environment</li> <li>• Ability to work well with the public and staff members</li> <li>• Proficient with Social Media (Facebook, Twitter, Instagram, etc.)</li> <li>• Proficient with the Internet and Office 365</li> <li>• Must use your personal mobile device for our Multifactor Authentication process</li> </ul>
<b>Qualifications</b>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree in any field and</li> <li>• At least one (1) year of program experience (e.g., activities for adults)</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Associate Degree in any field and</li> <li>• At least three (3) years of program experience (e.g., activities for adults)</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• High School diploma or G.E.D. equivalent and</li> <li>• At least five (5) years of program experience (e.g., activities for adults)</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• One (1) year of Customer Service experience</li> </ul>
<b>Salary/Hours</b>	\$18.25/hour
<b>Address</b>	Lone Star College - Tomball Community Library 30555 Tomball Pkwy
<b>City, State, Zip</b>	Tomball, TX 77375

<b>Application Method</b>	Please create a profile and upload a resume when you apply on the website using the below link: <a href="https://tinyurl.com/57s8waj4">https://tinyurl.com/57s8waj4</a>
<b>Opening Date</b>	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.