



**DATE OF POSTING:** March 11, 2020

**JOB OPENING:** Equity, Diversity, & Inclusion Project Internship – 30-40 hours/week

La Porte County Public Library seeks one self-motivated and enthusiastic high school or college student for an Equity, Diversity, & Inclusion Project Internship. In this position, you will be responsible for inventorying collections and evaluating materials to determine gender, ethnicity, orientation, etc. of the main characters.

The internship will provide the students opportunity to:


- Perform work independently and in a team-based environment supporting the LPCPL's vision, mission, and values;
- Build communication skills and ability to effectively communicate with people from a wide range of backgrounds and life experiences;
- Gain high quality, hands-on experience in a real world library setting, including mentorship, job-shadowing, and exposure to different kinds of library roles and projects;
- Develop new professional relationships, networks, job contacts, and potential references.

You will work a 30-40 hour per week schedule which includes some evening and Saturday hours.

Applications are being accepted at this time. Download and print the employment application from our website at <https://laportelibrary.org/employment/>, or ask for an application at any of our locations.

**Submit completed application and resume to:**

De Burke, SHRM-CP, PHR  
HR Professional  
La Porte County Public Library  
904 Indiana Avenue  
La Porte, IN 46350  
219-362-6156, ext. 371  
[dburke@laportelibrary.org](mailto:dburke@laportelibrary.org)

	<b>Job Title:</b>	Equity, Diversity & Inclusion Project Internship	<b>Classification:</b>	Intern
	<b>Location:</b>	Main	<b>Reports To:</b>	Public Services
	<b>Starting Pay:</b>	\$9.85/hour	<b>Position Type:</b>	Non-Exempt

## JOB PURPOSE

This work-based Learning Experience will provide the student with opportunities for a high quality, hands-on experience in a real world library setting, including mentorship, job-shadowing, networking, and exposure to many different kinds of library roles. Summer interns help fulfill the LPCPL's mission and vision by assisting with projects providing professional skill development and resume building in a supportive environment.

Career Pathways supported by this work-based Learning Experience include Hospitality & Human Services.

## ESSENTIAL RESPONSIBILITIES

- Inventory collections using a laptop
- Evaluate materials to determine gender, ethnicity, orientation, etc. of the main characters
- Determine author's "Own Voices" status of titles
- Collect and track statistics using Google spreadsheets
- Uses Novelist, Google, and other online tools to aid evaluation
- Assist with digital collection work

## POSITION REQUIREMENTS

- You are a current student in college
- You have reliable transportation to and from the library; a driver's license is preferred
- You welcome working with all people in the community
- You are positive, adaptable, and forward thinking
- You follow directions, ask questions, and apply feedback

## PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- Office environment
- Mobility: Repeated movements with the wrists, hands, and/or fingers while using keyboard, calculator; regularly sits at a desk to do paper/computer work
- Visual: Spends long periods of time viewing computer monitor
- Must be able to respond to fire alarms, warning sirens, and phone pages