



**Title:** Staffing Strategy Evaluation Support Internship

**Opening Date:** December 9, 2016

**Closing Date:** January 31, 2017

**Job Type:** Paid Internship (\$19.53/hr)

**Location:** Main work location is at the Hennepin County Library - Ridgedale Library, 12601 Ridgedale Drive., Minnetonka, with some work at other library locations within Hennepin County.

#### The Position

**[Hennepin County Library's](#) (HCL) Library Services Division is seeking an enthusiastic, engaged individual to fill a paid internship supporting the division's staffing strategy project evaluation. Earlier this year, the Library Services Division implemented a staffing strategy which featured new job descriptions and new ways for staff to work together to serve patrons. This service and staffing model includes a compelling vision for an exceptional patron service experience in person, online and in the community; clarifies roles and expectations; and further positions HCL as a 21st-century library system. This internship will assist library staff in a comprehensive evaluation of the staffing strategy project.**

This paid internship is for 8 - 10 hours per week for the duration of one semester, January-May 2017.

#### Primary Duties and Responsibilities include:

- Under the supervision of the Library Services division manager, perform a wide variety of administrative tasks related to the evaluation of the staffing strategy project.
- Assist in determining information and research requirements
- Research, analyze and interpret data based on stated goals and objectives.
- Modify and maintain data collection forms and procedures
- Write statistical and project reports.
- Draft and develop plans for soliciting staff feedback.
- Provide assistance to support teams of staff with on-going research or analysis related to the project.

#### Best Qualified Candidates will:

- Be enrolled in a Master's Degree in Library/Information Science from an ALA accredited program or a recent graduate or enrolled in a Master's Degree in public administration program or a recent graduate.
- Strong computer skills with Microsoft Office Suite
- Excellent written and verbal communication skills.
- Ability to take responsibility for meeting deadlines and making progress without direct supervision.
- Ability to handle and protect sensitive information professionally.
- Have not completed an internship with Hennepin County Library in the past.

#### To Apply:

Submit a resume, brief cover letter outlining your qualifications for this internship, and contact information for two references to:

Barb McKenzie

Hennepin County Library - Ridgedale

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[bamckenzie@hclib.org](mailto:bamckenzie@hclib.org) (preferred)

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