**Job Advertisement**  
Part Time Administrative Assistant Position

**Administrative Assistant**: Part time position to assist in the daily operations of library system administration. Successful candidate works under the leadership of the Executive Director, and provides indirect support to a 15 member board of trustees. Tasks include: managing print and digital organizational documents, communicating by phone and email with libraries and agencies, coordinating grant reports and administrative mailings, scheduling events, website updates and attending meetings for the purpose of note-taking.

Qualifications to include professional attitude, good customer services skills, ability to manage multiple projects, commitment to confidentiality and overall knowledge of computer applications. Solid experience with Microsoft Office and email communication is required.

Associates Degree in Business Administration or related field, and/or equivalent experience. Prior experience working in non-profit environment including work with administrative professionals and board members. Valid driver’s license.

The position is 19 hours per week that includes 5 workdays. Hourly wage is $13 - $15 depending on experience. Includes part time benefits; not health insurances. Before applying, visit our website: [www.stls.org](http://www.stls.org) for complete job description.

Submit cover letter, resume and professional references by May 19 to:

Executive Director

Southern Tier Library System

9424 Scott Road

Painted Post, NY 14870

Positions open until filled.