



Hartford Public Library is nationally recognized for its wide range of initiatives including immigration services, employment assistance, school partnerships and youth leadership training. Now celebrating its 127th year, Hartford Public Library remains at the forefront of redefining the urban library experience in the 21st Century with services designed for and by a diverse and dynamic city and region. With seven locations throughout the city, HPL is the catalyst for opportunities in education, civic engagement, intellectual enrichment and cultural development for tens of thousands of children, youth and adults every year. www.hplct.org.

The Library currently seeks an **ESL/Citizenship Support Specialist**.

The American Place is Hartford Public Library's direct service provider of ESL, citizenship, GED, and occupational trainings. The ESL/Citizenship Support Specialist welcomes, orients, assesses and formally registers new students into the program. They are responsible for accurate student information collection and data entry. The Support Specialist is also expected to provide educational support, administrative support and complete general office duties, as assigned. Responsibilities include:

Intake

- Assist with intake and orientation sessions for incoming ESL/Citizenship learners; greeting new students, and helping direct them through the registration process by signing them in, seating them for the program, acting as translators (if bi-lingual), and making them feel comfortable within a library setting.
- Assist students in completing registration forms and collecting data/documents necessary to complete the registration process.
- Administer standardized assessments for language and literacy (CASAS).

Data Collection and Entry

- Enter student and class data into various databases (TAP Database, LACES, etc.)
- Collect, enter, and monitor student attendance; follow up with absent students.
- Assist in collection of statistical data for all ESL/Citizenship classes.

Educational Support

- Provides overall support across all classes in the preparation of materials and classroom setup (computers, audio/visual equipment, room arrangement, etc.)
- Assist and orient adult ESL/Citizenship learners to using computers, the Internet, and educational software.
- Support a variety of behind-the-scenes tasks, from basic tasks like cutting paper to more involved tasks such as setting up calendars and producing documents.
- Provide administrative support (photocopying, organizing supplies, answering phones, scheduling intake appointments, etc.)
- Conduct student follow up.

QUALIFICATIONS

- Associate degree required. Bachelor degree preferred.
- Strong communication and organizational skills required.
- Ability to be flexible and function well in an environment that is busy and serves an ethnically and culturally diverse population
- Experience working with ESL adult learners in an academic program preferred.
- Experience working with diverse populations preferred.
- Strong computer skills and experience with technology, including Excel, is required.

Schedule will include Saturdays & weekday morning hours. Grant funded position through December 31, 2022 with the possibility of renewal

To Apply: Please email resume and cover letter to hpljobs@hplct.org and reference **ESL/Citizenship Support Specialist** in the subject line of your email.

Hartford Public Library is an Equal Opportunity Employer.