

**OUTREACH ASSISTANT** (full-time): Hartford Public Library seeks creative and flexible individual to support library services to immigrants and special populations. Responsibilities: Coordinate intakes, assessments, and progress reports of adult literacy/ESOL students; perform duties of administrator for Comprehensive Adult Student Assessment System; assist Adult Basic Education instructors; assist customers in understanding immigration and other application forms; promote library services. Qualifications: Bachelor's degree in related discipline, or an equivalent combination of education, training, and experience; knowledge of CASAS assessment tools; knowledge of business arithmetic and statistical analysis techniques; minimum one year experience working with an Adult Basic Education program; verbal and written fluency in Spanish preferred; valid CT driver's license. Job description and application are available online at [www.hplct.org](http://www.hplct.org) or Administrative Offices, Hartford Public Library, 500 Main Street, Hartford, CT 06103. Applications accepted **until January 27, 2012.**

Hartford Public Library requires a Criminal Background Check and Pre-employment Drug testing on applicants who are selected as a finalist for the position. Applicants will be provided a copy of any positive drug test results. A criminal record does not necessarily eliminate you from employment with Hartford Public Library. Each conviction will be reviewed with respect to the offense, circumstances, seriousness, and the position for which you apply.