



## COMPUTER PAGE

Do you enjoy helping people with computers, networks, and other connected technologies? The Northville District Library is actively searching for candidates who show enthusiasm, skill and competence in using and explaining computer and network technologies.

The Computer Page is engaged in helping the public use Library resources, and helping people with basic and advanced usage of computers and the Internet, as well as some troubleshooting software, services and equipment.

**Hours:** 8 to 12 hours each week. Flexible scheduling is essential. Includes availability on weekends and evenings. This is a part-time position.

**Pay Range:** Start at \$10.50/hr

### **Duties include the following:**

1. Signing up and, as needed, checking identification for patrons wishing to use the library's Internet workstations and wireless access, including letting users know when their time is up.
2. Assisting patrons with proper and successful usage of the Library Print Release system, including application of monies to account via the Library Payment Center.
3. Assisting users by doing simple and intermediate troubleshooting as needed related to printing, emailing, using browsers and Windows operating system, and connecting to wireless access, Wireless Printing and more.
4. Answering general and intermediate computer and technology questions from patrons and staff alike.
5. Working on other duties as assigned by supervisor.

### **Skills Required:**

1. Familiarity with the Windows computing environment, including general knowledge of Windows 7/8/10, Office 2007 and Office 2013.
2. Familiarity with smart phones, tablets, and mobile technologies.
3. Understanding of how Internet connections work, including networking, wireless, web browsers, HTML, etc.
4. Excellent and engaging communication skills, including ability to adapt to a variety of age groups and experience levels among library computer users.
5. Demonstrable skill in explaining the usage of technology resources.
6. Excellent problem solving skills.
7. Patient, friendly and approachable demeanor. Works well with others. Good at observing and multi-tasking.

All applicants must be at least 17 years old.

### **Where to apply:**

Carla Eggert, Administrative Assistant  
212 W Cady St  
Northville, MI 48167  
Phone: 248-349-3020  
Fax: 248-349-8250  
Email: ceggert@northvillelibrary.org

**DEADLINE:** Tuesday May 31, 2016