



## Northville District Library

248.349.3020

The Northville District Library seeks an enthusiastic candidate who enjoys helping people with computers, network and connected technologies to join our customer service directed team, as detailed below:

**Position: Computer Page – Part Time  
8 to 14 Hours per week**

Must be willing to work some evenings and weekends.

**Duties:** Assisting users by doing simple and intermediate troubleshooting of computer and network technologies.  
Monitoring the Library's Envisionware PC Reservation and Print management system, and assisting patrons in logging in, adding funds, and retrieving documents.  
Assisting with usage of the Library Wireless system, including Mobile Print.  
Answering general and intermediate computer and technology questions from patrons and staff alike.  
Working on other duties as assigned by supervisor.

**Requirements:** Demonstrable aptitude in explaining the usage of technology resources.  
Familiarity with the Windows computing environment, including general knowledge of Windows 7/8/10, and Office 2013.  
Familiarity with smart phones, tablets, and mobile technologies.  
Understanding of how Internet connections work, including networking, wireless, web browsers, HTML, etc.  
Excellent and engaging communication skills, including ability to adapt to a variety of age groups and experience levels among library computer users.  
Patient, friendly and approachable demeanor. Works well with others. Good at observing and multi-tasking.  
All applicants must be at least 17 years old.

**Salary:** Start at \$10.00/hr

**Deadline for application:** Friday, September 30, 2016

**Submit Application with Resume to:**

Carla Eggert, Administrative Assistant  
Northville District Library  
212 West Cady Street  
Northville, Michigan 48167-1560

*The Northville District Library is an Equal Opportunity Employer*