NORTHVILLE DISTRICT LIBRARY

The Northville District Library seeks an enthusiastic candidate who enjoys helping people with computers, networking 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.
· Answering general and intermediate computer and technology questions from patrons and staff alike.
· Monitor the Library's Envisionware PC Reservation system, helping patrons sign in, and the application of monies for Print Management.
· Assist with usage of the Library Wireless system, including Mobile Print.
· Assist patrons with using library equipment and technologies as needed.
· Work 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 and Office.
· Familiarity with Apple and Android computing environments.
· Familiarity with smart phones, tablets, and mobile technologies, including apps.
· 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.
· Applicants must be at least 17 years old.

Pay Rate: $11.35/hr to start up to $12.55/hr

Deadline for application: Until Filled

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