



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: IT Assistant – Part Time

10 to 20 Hours per week

Must be willing to work some evenings and weekends.

Duties:

- Assist troubleshooting and answer questions ranging from simple to intermediate from library patrons and staff alike.
- Monitor the Library's public computer usage and print control system from multiple sources, including mobile users and printing.
- Basic maintenance and usage assistance for using library technologies and services
- Other work duties as assigned by supervisor.

Requirements:

- Demonstrable aptitude in explaining the usage of technology resources and services.
- Strong familiarity with Windows, Office, Google, and other popular computing environments
- Familiarity with Apple, Android, and others mobile technologies and apps.
- Understanding of basic Internet functionality, including networking, Wi-Fi, browsers, HTML, and other basic Internet services.
- Excellent and engaging communication skills, including ability to adapt to a variety of age groups and experience levels to provide effective support and guidance.
- Patient, friendly and approachable demeanor. Works well with others and able to multi-task effectively.
- Applicants must be at least 17 years old.
- Some Evening and Weekend shifts possible

Pay Rate: \$12.75/hr to start

Deadline for application: Monday, May 23, 2022 or Until Filled

Submit Application with Resume to:

Carla Eggert, Administrative Assistant
Northville District Library
212 West Cady Street
Northville, Michigan 48167-1560
phone: 248-349-3020
fax: 248-349-8250
email: ceggert@northvillelibrary.org

The Northville District Library is an Equal Opportunity Employer