



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 25 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
- Control Study Room Usage and track usage
- Assist with use of Digital Conversion equipment (VCR, 8mm, Audio, Slides, Pictures, etc)
- Assist with use of Maker Space equipment (3D Printer, Laser Cutter/Engraver, Sublimation Printer, Vinyl Plotter, etc)
- Other work duties as assigned by supervisor.

Requirements:

- Demonstrable aptitude in explaining the usage of technology resources and services.
- Strong familiarity with Windows, Apple, Android, Office, Google, and other popular computing and mobile technologies and environments
- Understanding of basic Internet functionality, including networking, Wi-Fi, browsers, HTML, and other basic Internet services.
- Experience with Maker Space technologies is highly desirable.
- 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: \$13.76/hr to start

Deadline for application: Friday, January 26, 2024 or Until Filled

Submit Application with Resume to:

Carla Eggert, Administrative Assistant
Northville District Library
212 West Cady Street
Northville, Michigan 48167-1560
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The Northville District Library is an Equal Opportunity Employer