

The Library is seeking a part-time Computer Lab Assistant

Hours: Approximately 18 hours per week. Saturdays 9-1pm and Tuesday, Wednesday, and Friday afternoons are required. Hours may sometimes vary to include other evening and weekend hours.

Salary: \$11.00 per hour

Position Starts: Immediately

Responsibilities:

- Assists patrons with use of public computer workstations, printers, scanners and fax equipment.
- Provides training for the public on the use of public computer workstations.
- Performs routine maintenance tasks on public computer workstations and printers.
- Promotes library technology services.

Qualifications:

- Must be 16 years old
- Must have reliable transportation to and from work
- Be flexible in accommodating schedule changes
- Proficient in use of computer hardware and Microsoft office products
- Willingness to learn new skills
- Ability to work with persons of all ages

Apply in person at the Library main desk.