

read. think. dream. create.



**Bensenville Community
Public Library**

Title : Computer Lab Assistant

Hours : Approximately 15-16 hours per week. This position requires availability on Tuesdays and Fridays during regular business hours, with a potential of one evening per week.

Salary : \$14.76 per hour

Position begins by arrangement and pending the passing of a background check.

Responsibilities include :

1. Assisting Library patrons with the use of public computer work stations, printers, scanners and fax equipment.
2. Promoting library technology services, programs and classes.

Qualifications :

1. Must be at least 16 years old.
2. Experience with Microsoft Office products, Word, Publisher, Google Docs and general office equipment is preferred.
3. Bilingual Skills preferred: English/Spanish or English/Polish.
4. A willingness to learn new skills.
5. The ability to work with persons of varied ages and stages of technological ability.

How to Apply : Please download and fill out the [Employment Application Form](#). Once you have completed the form, submit your form and resume to jobs@benlib.org or through the form online at benlib.org/apply.