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**  
**10 to 20 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:**  
$10.85 to $12.05 per hour

**Deadline for application:** Friday, January 10, 2020

**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*