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:** Monday, September 30, 2019

**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*