

CIDL

CLARKSTON INDEPENDENCE
DISTRICT LIBRARY

Innovate. Enrich. Educate.

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6495 Clarkston Road
Clarkston, MI 48346

Part-time Makerspace and Technology Assistant

The Clarkston Independence District Library seeks a tech-savvy individual to assist with Library programs, maintain maker equipment, assist patrons, and contribute to a collaborative team environment in our Adult Department.

Wage: \$15.00-\$18.00 per hour depending on qualifications and experience

Hours: 10-12 hours per week to start, with the possibility of more in the future

General

- Assist with high tech craft programs & program prep
- Assists in the daily operation of tech toys, including general maintenance
- Assist in the creation of policy, procedure and instructions for each tool/toy
- Ability to explain processes with patience and professionalism
- Lead workshops, demonstrations, or small-group instructional sessions

Duties and Responsibilities include, but are not limited to:

- Respond to any inquiries and questions about the Tech Toys and their functions
- Update website content and organize digital materials in relation to Tech Toys
- Be able to assist patrons with the Digitization Kit by appointment
- Conduct appointments with patrons as assigned
- Collaborate with Library Staff to support Makerspace programs and services

Qualifications:

- Ability to operate a variety of library equipment including a computer, fax and copy machine
- Demonstrate aptitude with 3D printing technology, concepts, materials, and best practices
- Experience with Windows, Mac, Android, and IOS operating systems and software
- Demonstrated skill with technology, art, crafts, engineering, science, and design
- Willingness to learn and seek out answers.
- Ability to schedule a variety of shifts including some evenings and weekends
- Work within a collaborative environment
- Age 18+
- Other duties as assigned

Reports to: Innovations Librarian