Part-time IT Assistant

Salary: $19.00-$29.00 per hour depending on qualifications and experience
Hours: 5–27.5 per week, will include evenings and weekends
Benefits: Accrue sick hours at 1 hour for every 30 hours worked

Primary job duties:

- Assist IT coordinator with technology projects, upgrades and updates
- Support Library computers, internet access, servers and cabling
- Assist staff and the public with technology
- Troubleshoot computer issues
- Assist in maintaining and developing the library's internet presence
- Assist in maintaining and developing Library IT documentation
- Assist with Innovations Lab technologies and programming
- Assist with maintenance of circulating tech kits
- Assist in the maintenance of digital signage
- Other duties as assigned

Qualifications:

- Degree or experience in computer technology
- Experience with networking, servers and cabling
- Knowledge of web design in a variety of platforms
- Ability to use social media
- Excellent organization and planning skills with the ability to work independently and as part of a team
- Ability to translate technical information, both verbally and in writing, to a non-technical audience
- Desire and ability to provide excellent customer service

Reports to: IT Manager