



Park Ridge Public Library

TECHNOLOGY ASSISTANT

Part-Time, 6 hours/week + additional shifts, as assigned

Technology Assistants provide support for Library users and staff by assisting with the Internet, PCs, various Microsoft programs, PC reservation, print management and audio visual equipment for meetings. Additional duties include managing print jobs and performing other activities as assigned.

POSITION REQUIRES a strong background and interest in technology, excellent customer service skills, a High School diploma and experience working with the Internet and newest Microsoft Office products. Previous customer service and library experience are desirable.

HOURS are approximately 6 hours per week including 2 evenings 6-9 p.m., Monday-Thursday as assigned, and possible occasional assignment on an additional evening or a weekend shift, which are Saturdays 9 am to 5 p.m. and Sundays 12-5 p.m.

SALARY \$16.50/hour.

Applications accepted until November 8, 2024. The employer is Computer View, Inc., the Park Ridge Library's IT managed network services provider.

Applicants should send a cover letter and resume to: Recruiter, via email at: employment@cview.net