



POSITION: Tech Center Associate - Part-Time

SALARY: \$11.82/Hr.

Hrs./wk.: 19

The Wheaton Public Library is seeking applicants for the Part-Time position of Tech Center Associate.

Applications are available at the Wheaton Public Library and at wheatonlibrary.org/jobs

GENERAL PURPOSE: Greet and assist library patrons using the library's public computers and other equipment in the Tech Center.

DUTIES AND RESPONSIBILITIES:

- Assist users with public computers, printers, software, websites and databases.
- Assist users with various types of equipment in the Tech2Go collection.
- Perform basic troubleshooting as needed.

SKILLS:

- Excellent customer service skills.
- Ability to communicate on a non-technical level and in a cooperative and courteous manner.
- Basic knowledge of Microsoft Office Suite, Windows, social media and popular email websites
- Ability to work independently with minimal supervision.

EDUCATION REQUIREMENTS:

- High School diploma

TO APPLY: Qualified individuals interested in this position should submit an application to:

**Wheaton Public Library
ATTN: Business/Human Resources Department
225 N. Cross St.
Wheaton, IL 60187**

The Wheaton Public Library is an equal opportunity employer

*Essential functions of this position must be performed with or without a reasonable accommodation.
Reasonable accommodation will be considered on a case-by-case basis*