



Computer Aide

Part-time (15 hours/week)

A part-time Computer Aide position is available in the Public Computer Room department of Rocky River Public Library. We are looking for someone with a positive attitude willing to work independently under general direction in a fluid environment. The person in this role must be approachable, patient, responsive, tactful, and adaptable to serving people with various technology skill levels of various ages. This is a customer-service oriented position and the majority of your time will be spent on the public floor assisting patrons with technology-related needs. Exceptional interpersonal skills are essential.

The primary job function will be to oversee the operation of our public computer lab and assist patrons in using the internet, email, scanners, printers, web-based applications, software (such as Microsoft Office), and other resources. Additional tasks include minor troubleshooting and hardware maintenance, managing reservations, and phone registration. Secondary responsibilities include assisting the Training Services department and the library in general with work related to other library technologies.

High School Diploma or GED required. Completion of multiple computer classes or extensive personal experience with required applications and hardware preferred. Experience assisting with hardware and software in a public library environment preferred.

Schedule is flexible with a mix of mornings, afternoons, evenings, and weekends, including some Sundays. The schedule may vary from week to week.

The pay range for this position is \$11.21/hr – \$16.82/hr.

Submit completed Rocky River Public Library job application to:

jobs@rrpl.org

Sherry Shuster, HR Generalist
Rocky River Public Library
1600 Hampton Road
Rocky River, OH 44116

DEADLINE: OPEN UNTIL FILLED

RRPL is an EEOO

Employment applications are available at the circulation desk of the Library or online at:

<https://rrpl.org/employment/>

No phone calls, please.