



Aurora
Public
Library
District

DIGITAL SERVICES LIBRARY ASSISTANT

(Part - time) - Santori

Do you love libraries and helping people with technology? Do you get excited at the thought of training and showing people what they can do with technology, including all Makerspace and media lab equipment – 3D printers, laser and vinyl cutter? The Aurora Public Library District is currently looking for a Digital Services Library Assistant to work at our Santori location.

Key Responsibilities

- Plan, prepare and/or present or assist in the presentation of programs featuring Makerspace services and technology resources
- Teach two functional technology workshops a month
- Provide basic reference and readers' advisory services for technology related questions. Refer customers to appropriate staff for further assistance
- Assist and supervise customer use of Makerspace and media lab equipment and software. Process Makerspace project requests
- Assist customers to access and use library resources, including print and digital collections, public rooms, equipment and technology services

Minimum Qualifications

- Bachelor's degree or Library Technical Assistant (LTA) certificate preferred or one year library experience required
- One year programming experience preferred
- One year computer support experience
- One year of customer service experience
- Experience using maker equipment preferred
- Spanish language skills strongly preferred

Work Schedule

Saturday	OFF
Sunday	1pm-5pm
Monday	3pm-7pm
Tuesday	3pm-7pm
Wednesday	3pm-7pm
Thursday	3pm-7pm
Friday	OFF

Benefits

Hourly rate starts at \$21.99

Prorated paid vacation, holiday, personal and sick days

Individual Coverage Health Reimbursement Arrangement (ICHRA)

IMRF pension plan

457b retirement plan

To Apply:

If this sounds like the role for you, please send your application, resume and cover letter to hrdirector@aurorapubliclibrary.org.

A copy of our application can be found at

https://aurora.libnet.info/images/pdfs/aurora/HR/Application_for_Employment.pdf

About APLD:

Our [strategic plan](#) includes Advancing through Equity, Achieving School Success, Restoring Aurora and Welcoming New Americans. We're dedicated to providing excellent customer service in a diverse urban area. Our 97,000-square foot main library which opened in 2015 includes a makerspace and a media production lab. We also have two branches and a bookmobile. We serve six school districts in four counties, and our bookmobile provides library services to students in East Aurora School District 131.

Posting Deadline: April 10, 2024 – April 21, 2024

Aurora Public Library District is an Equal Employment Opportunity Employer