



Digital Services Assistant (Part-Time) Santori Library & Eola Road Branch

Do you love libraries and helping people with technology? Do you get excited at the thought of showing people what they can do with technology and how it can make their lives easier? The Aurora Public Library District is currently looking for a Digital Service Assistant.

Key Responsibilities:

- Help customers with basic technology issues including computers, printers and copiers
- Perform basic troubleshooting for customers and staff
- Assist customers with techniques using the internet, databases and software
- Assist customers with the Makerspace projects, appointments, and technology

Qualifications:

- High School Diploma or equivalent
- One year computer support experience
- One year experience working with the public
- Ability to work at other locations, as required
- Library programming experience a plus
- Spanish language skills are a plus

Schedule:

	Schedule
Saturday	8:30 pm- 5:00pm ERB
Sunday	Off
Monday	1:00 pm- 5:00pm Santori
Tuesday	1:00 pm- 5:00pm Santori
Wednesday	Off
Thursday	1:00 pm- 5:00pm Santori
Friday	Off

Benefits:

Hourly rate starts at \$18.95

Pro-rated paid vacation, holiday, personal and sick day

Individual Coverage Health Reimbursement Arrangement (ICHRA)

IMRF pension plan

457b retirement plan

Professional Development

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](https://aurora.libnet.info/images/pdfs/aurora/HR/Application%20for%20Employment.pdf)

Application Deadline: March 5, 2025- March 19, 2025

About APLD:

APLD promotes lifelong learning by providing opportunities for self-directed personal growth, inspiring a growth mindset and development. We are a resource for everyone from early literacy through continued education, a place that welcomes all to its spaces, diverse collection and enriching programs. We empower, include and innovate our residents by connecting individuals to evolving services and technologies, giving access to the informational needs by being fine FREE while also functioning as a community cultural hub. APLD elevates its community by reaching out, building partnerships and engaging in our community's needs. **Stop by any of the 5 locations to learn more about [who we are](#) and start opening a world of possibilities!**