



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 **three** Digital Services Library Assistants 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
- 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

### **School and Summer Work Schedules**

	<b>#1</b>	<b>#2</b>	<b>#3</b>
<b>Saturday</b>	OFF	10:30-5	12-5
<b>Sunday</b>	OFF	1-5	OFF
<b>Monday</b>	1-5	OFF	4-9
<b>Tuesday</b>	1-5	3-8	OFF
<b>Wednesday</b>	1-5	OFF	4-9
<b>Thursday</b>	1-5	3-8	OFF
<b>Friday</b>	1-5	OFF	12-5

## **Benefits**

Hourly rate starts at \$21.77

Prorated paid vacation, holiday, personal and sick days

IMRF pension plan

## **To Apply:**

If this sounds like the role for you, please send your application, resume and cover letter to [hrdirector@aurorapubliclibrary.org](mailto: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_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:** December 6, 2022 – December 16, 2022