



DIGITAL SERVICES ASSISTANT (Part - Time) -

Eola Road

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 Services Assistant to work at our Eola Road location.

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

Minimum 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

- **School year:** Sunday 1-5pm, Monday through Thursday 5-9pm
- **Summer:** Saturday 1-5pm, Monday through Thursday 5-9pm

Benefits

Hourly rate starts at \$17.56

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.

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: July 27, 2022 – August 12, 2022