



Clarkston Independence District Library  
6495 Clarkston Road  
Clarkston, Michigan 48346

## Part-time IT Assistant

The Clarkston Independence District Library is seeking a friendly, skilled, detail oriented individual who is able to work independently and as part of an IT services team. Applicants may also be asked to work with the Circulation Department as needs arise.

**Salary:** \$12.00-\$20.00 per hour depending on qualifications and experience

**Hours:** 5–27.5 per week, may include some evenings and weekends

### Primary job duties:

- Assist IT coordinator with technology projects, upgrades and updates
- Support Library computers, internet access, servers and cabling
- Assist staff and the public with technology
- Troubleshoot computer issues
- Assist in developing the library's social media presence
- Update Library's website
- Other duties as assigned

### Qualifications:

- Degree or experience in computer technology
- Experience with networking, servers and cabling
- Knowledge of web design in a variety of platforms
- Ability to use social media
- Excellent organization and planning skills with the ability to work independently and as part of a team
- Ability to translate technical information, both verbally and in writing, to a non-technical audience
- Desire and ability to provide excellent customer service

**Reports to:** Head of Circulation / IT Coordinator

Send cover letter, resume, and contact information for three references by email, mail or fax to:

Bill Bowman, Head of Circulation / IT Coordinator  
Clarkston Independence District Library  
6495 Clarkston Road  
Clarkston, MI 48346  
bowmanb@indelible.org  
Fax: 248.625.8852

**Deadline for applications:** June 29, 2015 at 5:00pm  
An Equal Opportunity Employer