

**CITY OF EAST LANSING
EAST LANSING PUBLIC LIBRARY
JOB POSTING**

AVAILABLE POSITION:

Technology Specialist—Maker Studio

PAY RATE:

\$17.10/hour

HOURS PER WEEK:

20-hours per week. Non-exempt; At-Will; Contingent position
Includes night and weekend hours

Reports to: Head of Technology Services

Department: Technology Services

Positions Supervised: Volunteers

PURPOSE:

Twenty (20) hour per week vacancy for an energetic, team oriented Technology Specialist with a strong commitment to technology; the maker movement; and patron and staff technology training and development. The Technology Specialist will work with the Technology Services team to staff the Maker Studio; print objects for patrons using facility 3d printers; provide group and one-on-one technology, STEAM and maker training to patrons and staff; create content for the library's website, intranet and social media platforms; and provide public service at multiple service points.

ESSENTIAL POSITION FUNCTIONS

- 1) Staff the library's Maker Studio and other public service points during assigned public service periods.
- 2) Maintain and troubleshoot equipment in library and Maker Studio.
- 3) Maintain documentation on Technical Services work flows, procedures, and trouble shooting.
- 4) Use established systems and procedures to respond to, schedule and manage patron inquiries requesting Maker Studio appointments, training, and questions.
- 5) Provide group and one-on-one technology, STEAM and maker training to patrons and staff.
- 6) Create training documentation, workshop outlines, handouts, displays and demonstrations to support technology, STEAM and maker programs.
- 7) Work with programming staff to support STEAM and maker programming.
- 8) Assist with content creation and administration of library website and Intranet.
- 9) Other duties as assigned

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

- 1) Associate degree.
- 2) Experience with 3D printing and 3D scanning technology.
- 3) Customer service experience and exceptional customer service skills.
- 4) Experience with training, teaching and coaching.
- 5) Experience with web technologies, social media and other technologies.
- 6) Experience with the maker movement including technologies, practices, trends and methods.
- 7) Exceptional written and oral communication skills.

APPLY: East Lansing Public Library
Attention: Lauren Douglass, Head of Technology Services
950 Abbot Road
East Lansing, MI 48823
ldougla@cityofeastlansing.com

Please fill out [application](#); Include resume and cover letter.

DEADLINE: Open until filled

EAST LANSING IS AN EQUAL OPPORTUNITY EMPLOYER