



3400 East Seyburn Drive
Auburn Hills, MI 48326
248.370.9466
ahplibrary.org



Position: IT Support Assistant
Pay: \$15.00 per hour
Benefits: (3) paid personal days per year. 457 Plan, after 1st year
Hours: Up to 20 hours per week, including evenings and weekends.
Reports to: IT Support Specialist

The AHPL is seeking an enthusiastic, custom service focused candidate who enjoys helping people with technology, and likes to learn on the job.

Qualifications:

- Associate degree or vocational training.
- Related information technology experience in the library environment desired.
- Ability to explain how to use technology to public users and staff.
- Familiarity with Windows, Mac, Microsoft Office, Google, IOS, Android.
- Understanding of basic networking and security fundamentals.
- Work well in a team environment as well as working independently.
- Excellent customer service skills: calm, tactful, supportive, and patient
- Currently or formally taking IT courses.

Preferred Qualifications:

- Experience in networking and server management
- Experience with WordPress
- Experience with Linux

Primary Job Duties:

- Assist patrons and staff with technology questions and issues.
- Assist in maintaining the library's IT infrastructure.
- Assist in keeping the library safe from cybersecurity threats.
- Ability to troubleshoot and resolve equipment problems as quickly as possible
- Stays abreast of current developments in the field.
- Performs other duties as assigned



3400 East Seyburn Drive
Auburn Hills, MI 48326
248.370.9466
ahplibrary.org



Physical Demands:

- Specific vision abilities required by this job include: close vision, ability to adjust focus, and see keyboards. Must be able to sit, bend, and/or walk for extended periods of time. Must be able to reach, and carry books or boxes of books, push book carts, use the telephone, lift, push, pull objects weighing up to 40 pounds.

Submit cover letter and resume to: Lawrence Marble, Director marblel@ahplibrary.org

Application Deadline: Friday, April 1 by 5 p.m.

The Auburn Hills Public Library is an equal opportunity employer