

Job Announcement
Rochester Hills Public Library Makerspace Assistant

Position: Makerspace Assistant (15-20 hours per week, including evening and weekend hours)

Department: Adult Services, reporting to the Makerspace Specialist

Salary: \$12.25 - \$13.75 (placement may be higher depending on qualifications)

Benefits: Flexible work environment, professional development workshops and training.
Optional benefits: deferred compensation plan, flexible medical reimbursement plan, and/or dependent care.

Important Dates

Deadline for applications: October 7, 2022

Decision anticipated: October 14, 2022

Starting date: ASAP

Job Description

The Makerspace Assistant helps patrons in the Eureka Lab makerspace and assists in running programs associated with the Eureka Lab. The Eureka Lab houses equipment and software for 3D printing, laser cutting and engraving, photo editing, sewing, cutting machines such as the Cricut and much more.

Primary Job Duties

- Assists patrons in using tools, equipment, and software in the Eureka Lab
- Sets up and operate machines and provide basic maintenance on equipment
- Assist with programs as needed when there are programs in the Eureka Lab
- Keeps the Eureka Lab clean and safe
- Other duties as assigned

Qualifications

- Experience using a 3D printer or laser engraver
- Familiar with 3D modeling software
- Technically and mechanically inclined
- Eagerness to work with the public and serve patrons of all ages, backgrounds, and abilities



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- Enthusiasm and willingness to learn and make new things
- Organized, with the ability to prioritize and multitask
- Reliable, with patience and professionalism
- Skills with technology, art, crafts, engineering, science, and design
- Ability to express ideas clearly and effectively, both verbally and in writing

Requirements of the Role

- Physical:
 - Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; picking up litter; spreading ice melt
 - Standing or sitting for periods of time
 - Writing or typing to complete work-related documents
- Mental:
 - Is accurate
 - Able to maintain confidentiality of library records and administrative matters
 - Good time management: is prompt, flexible, works under short time constraints, and meets deadlines
 - Able to interact and work effectively with customers, supervisors, co-workers and volunteers
 - Able to retain concentration and poise despite numerous interruptions
- Environmental:
 - Normal interior environment
- Travel:
 - <5% (attendance at local library workshops)

The Rochester Hills Public Library is an Equal Opportunity Employer.

Application: Please fill out an employment application at <http://www.rhpl.org/jobs> and attach a cover letter and resume. If you have questions about the position, please direct them to: Tierney Czartoski, Makerspace Specialist, at tierney.czartoski@rhpl.org.



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