

MPHPL Job Opening

POSITION: Computer Lab Associate

LOCATION: Mishawaka Library (location subject to change)

CLASSIFICATION: 2-Library Associate

FLSA STATUS: Non-exempt

Certification Required: N/A

HOURS OF WORK: Part-time/20 hours per week (evening and weekend rotations). Should the library be open on Sundays, some Sunday work will be required (Hours subject to change).

Monday 10-2*

Tuesday 10-2

Wednesday 10-2*

Thursday 4-8

Friday 10-2

Saturday 8:45-5:15 (every third Saturday on a rotating 3-week schedule)

*These days are off when Saturday is worked

WAGE: minimum of \$11.00 per hour, based upon experience

BENEFITS: As specified in the latest edition of the staff handbook or as amended by the Board of Trustees.

DIRECT SUPERVISOR: Reference Services Supervisor

QUALIFICATIONS AND WORK SKILLS:

1. High School graduate or equivalent.
2. Basic math and reading skills.
3. Basic computer skills.
4. Ability to communicate and work harmoniously with other employees and patrons.
5. Ability to work independently and accurately.
6. Ability to learn new skills and follow directions
7. Strong knowledge of the internet, productivity software, and mobile devices is required. Relevant computer class work preferred.

RESPONSIBILITIES AND DUTIES:

The purpose of this position is to staff the Computer Lab desk, assist patrons with the use of computers, and assist the Reference Services Department with their daily operations.

ESSENTIAL JOB DUTIES:

1. Staff the Computer Lab service desk.
2. Assist patrons with computer use, applications, and problems.
3. Assist in the daily operations of the Reference Department.
4. To perform any other duties as may be assigned to ensure the smooth and efficient operation of the library.

PHYSICAL REQUIREMENTS:

Ability to pull a loaded book cart

Ability to lift and carry 30 pounds

Ability to frequently stand, bend or stoop to shelve books

Ability, stamina, and balance to perform basic movements frequently (such as squatting, bending and stooping, marching, turning in circles, and lifting arms overhead)

Ability to sit while keyboarding or typing

Revised 04/2019