

Computer Lab Assistant

Position:	Part-time: 10-15 hours/week, afternoons/evenings, and weekends Starting pay: \$8.50 Under the direct supervision of the Head of Information Technology
General function:	Monitors patron computer usage and provides help using the computers, online resources, software and peripheral equipment available in the lab. Assists with library-wide technology projects as needed.
Specific functions:	<ul style="list-style-type: none">• Answers the telephone and greets patrons• Assigns computers to patrons and monitors usage time• Operates a cash register, collects money and makes change• Operates and troubleshoots lab computers and peripheral equipment, including networked printers, copiers and scanners• Provides help to patrons using the computers, software and peripheral equipment available in the lab• Provides help using library-related and other online resources, including those provided by the State Library of Kansas• Answers questions about the library's computer-related programs and services, including resources provided by the local library consortium, SEK regional and Kansas state library systems• Retrieves and saves information using removable storage media and local area network drives• Maintains the computer lab by keeping it clean and organized• Adheres to and enforces library policies and procedures• Performs other related duties as assigned
Required qualifications:	Must be a high school graduate, with some post-secondary education preferred. Must be able to work well with the public and demonstrate the ability to work effectively without direct supervision. Experience with Microsoft Office Suite and the Windows Operating System. Must be able to effectively communicate orally and in written form. Must have normal physical mobility (which includes movement from place to place), normal physical agility (which includes ability to maneuver body while in place), normal physical strength to handle routine office materials and tools, as well as computers and related equipment weighing up to 50 pounds, normal coordination and dexterity of hands and fingers, and normal sensory functions including the ability to see, distinguish colors, hear and touch.