

BATAVIA PUBLIC LIBRARY JOB POSTING

Part Time Reference Assistant (Adult Services)

PURPOSE:

The Batavia Public Library is seeking creative, friendly, customer service-oriented individuals who enjoy working with and teaching maker-space technology to patrons.

JOB DESCRIPTION:

The Reference Assistant focuses on excellent customer service and assistance to adults, teens, and users of the Library's makerspace. The ideal candidate has a wide set of maker / DIY skills, proficiency with a variety of maker tools and equipment, experience in developing and leading maker programming, and enthusiasm for assisting Library patrons.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

This is not an all-inclusive list. Other duties may be required and assigned.

- assisting patrons at the reference desk
- assisting patrons with computers, makerspace equipment, and creative projects
- providing one-on-one makerspace instruction and individualized technology coaching
- teaching makerspace and technology classes
- managing the 3D printer queue and performing basic maintenance
- troubleshooting computer and makerspace problems
- promoting the use of the makerspace
- and offering basic reference and reader's advisory assistance.

SCHEDULE:

Schedule will be determined at time of hire. Average of 20 hours per week which will include day, night, and weekend hours. Scheduling flexibility is desired.

QUALIFICATIONS FOR POSITION:

- **REQUIRED:** A Bachelor's degree—or Associates Degree or LTA degree with experience with either technology / maker coaching, teaching, or training. Maker / DIY skills. Intermediate computer skills, including internet and Microsoft Office programs. Ability to develop and teach makerspace / technology classes and customized technology coaching. Familiarity with current popular fiction and non-fiction. Strong English communication skills, both verbal and written.
- **PREFERRED:** Aptitude with creative / maker technology software and equipment. Experience providing group and one-on-one technology instruction.
- **DESIRED:** A flexible, fun-loving, well-organized, tactful, resourceful, and good-humored person.

SALARY:

Starting salary is \$19.5518 /hour. This position is eligible for IMRF benefits and paid time off.

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HOW TO APPLY:

Employment applications/resumes are accepted for current openings only. Ensure that your employment application/resume clearly demonstrates how you meet the minimum qualifications for the position for which you are applying. If applicable, employment applications/resumes must be received by the deadline to be considered for the position opening. Due to the volume of employment applications, we are unable to respond to inquiries regarding your employment application or discuss available positions. If your qualifications meet our needs, we will contact you.

Send your completed application/resume

- via email to jobs@bataviapubliclibrary.org
- mail to **10 S. Batavia Ave, Batavia, IL 60510 Attention: Human Resources**
- or drop-off in person