

## **Computer Aide**

### **Ela Area Public Library District**

Do you enjoy assisting people with technology? Do you have excellent customer service skills? The Ela Area Public Library in Lake Zurich, IL has an opening for a Computer Aide. Responsibilities include technology support to patrons and staff, study room management, assistance in computer classes, and occasional behavior monitoring. Other duties as assigned.

#### **Knowledge, Skills, Abilities Required:**

- Commitment to providing excellent service to patrons and staff
- Excellent computer troubleshooting skills and problem-solving abilities
- Excellent oral and written communication skills
- Ability to work effectively with co-workers in a collaborative, team-based organization
- Flexibility in adapting to change
- Ability to establish and maintain effective working relationships within the library
- Ability to take initiative and work both independently and collaboratively throughout the library
- Proficiency with Windows applications including Microsoft Office (e.g., Word, Excel, and PowerPoint) and internet experience
- Proficiency with Apple products and software
- Knowledge and experience with email, printing, scanners, photocopiers, and flash drives
- Ability to push or pull a heavy cart loaded with printer paper

**Position Hours:** 16 hours per week. Tuesday and Thursday 5 pm - 9 pm, Friday 3 pm - 6 pm, and every other weekend.

**Education:** High School Diploma preferred.

**Experience:** Customer service experience preferred.

**Pay:** \$17.75 per hour

Please complete the PDF application, save it to your computer, and email it to [apply@eapl.org](mailto:apply@eapl.org) for consideration.

The Ela Area Public Library District is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, or national origin.