Job title	*Library Assistant*
Reports to	*Head of VTC*

Job purpose

The Library Assistant in the Victoria Technology Center provides support to computer users in areas such as word processing, internet browsing and job searching.

Duties and responsibilities

Duties include but are not limited to:

- Assist patrons with a variety of computer tasks such as but not limited to signing in, printing formatting documents, scanning, and locating job research and other web sites.

- Supports job seekers in their search including calling employers and making referrals when needed.

- Makes appropriate referrals to the Reference staff for patrons needed additional resources.

- Prepares schedules and records statistics.

Qualifications

- Experience and Knowledge of a variety of software and hardware.

Working conditions

This position includes regular evening and Saturday shifts.

Physical requirements

The ability to lift 35 pounds, move books, and push and pull book trucks may be required

Salary: $29,788

Deadline to apply:

August 27, 2021

INTERVIEWS WILL BE ARRANGED WITH THE APPROPRIATE DEPARTMENT HEAD. ANYONE INTERESTED SHOULD INDICATE IN WRITING TO THE HUMAN RESOURCES OFFICE BY THE CLOSING DATE.