



THE NEWARK PUBLIC LIBRARY

5 Washington Street • P.O. Box 630 • Newark, NJ 07101-0630
www.npl.org

Job title	<i>Computer Lab Assistant (Part-time)</i>
Reports to	<i>NJSL + Partners Literacy Project HUBS+SPOKE Libraries</i>

Job purpose

The Newark Public Library is looking for Part-Time Computer Lab Assistant with excellent technology, training, and customer service skills.

The successful candidate will have intermediate to advanced computer skills including high-level proficiency with Microsoft Office and general technical troubleshooting skills.

The selected employee will supervise use of the computer lab, set up and track patrons' goals, provide support with self-directed digital learning programs, and provide on-going technical and subject area support including assessing students' readiness for certification testing. (IC3 and Microsoft Certified Professional)

The position will also be responsible for career counseling and assisting patrons that are looking for jobs or seeking services for employment including assistance with job searches, cover letters, resumes, and interviews. The position will assist with IC3 Exam delivery and proctoring. The employee will be responsible for keeping records of lab usage.

This grant-funded temporary position and is expected to run through 09/15/22 with the possibility of continuation contingent on funding.

Duties and responsibilities

- Excellent customer service skills.
- Intermediate to advanced computer skills.
- Experience w/ instruction/training (preferably using digital resources.)
- High-level proficiency with Microsoft Office.
- Ability to troubleshoot and provide technical support for online training systems.
- Ability to comply with record keeping protocols
- Attention to detail and good record keeping abilities

Qualifications

- Experience writing resumes and cover letters
- Familiarity with Microsoft Certification Testing
- Technical skills

Requirements

- Attend all lab/support service training
- Able to travel to Plainfield for training

Salary:

Monday through Friday 3 hours a day, 15 hours per week part-time position.

Pay rate: \$26.08

Including staff travel cost of \$556.29

Length of service: 10 months

Deadline to apply:

Please send a cover letter expressing your interest in the position, resume, and three references to:

Leslie J. Colson
Assistant Director for Human Resources
Newark Public Library
5 Washington Street
P.O. Box 630
Newark, NJ 07102
lcolson@npl.org
