

## INTERNAL & EXTERNAL POSTING



### **PART-TIME COMPUTER TUTOR**

#### **Terms**

- **\$19.73/hr.**
- **5 hrs. per week, year-round**
- **Current schedule is Thurs. 3:30-5:30 and Sat. 11:30-2:30**
- Number of hours and schedule may occasionally vary according to variable funding, library programming, holidays and workshops

**Posted:** April 27, 2023 **Posting Closes:** 5 p.m. **Sat. June 10, 2023** **Start date:** Thurs. July 6, 2023

#### **Job Description**

- Instructs patrons in common computer operations and assists them with troubleshooting in person. Occasionally assists patrons via email, phone, or Zoom.
- Instructs patrons in how to access the library's resources.
- Works primarily one-on-one with patrons, but may also give patron workshops and staff training sessions.
- Promotes the library's online presence and resources to the community.
- May perform off-site demonstrations of how to access library resources.
- Assists the library with computer service development and hardware/software maintenance, including set-up and network troubleshooting.

#### **Education**

- Must be a high school or post-secondary student between 15 and 30 years old and either in school or planning to return to school. Recent coursework in computer science is preferred.

#### **Knowledge**

- Working knowledge of: email; social media; common computer programs (i.e. MS Office, iOS); blog and website development; devices (smartphones, tablets); Zoom/Skype/Facetime; photosharing; and basic troubleshooting. Will become familiar with eReaders and downloading library materials in order to teach patrons. Confident in being able to figure out solutions and new technologies through research and experimentation.

#### **Skills**

- Excellent communication skills.
- A pleasant, respectful and patient manner with people of all ages.
- Ability to use tact, independent judgment, and initiative.
- Ability to search for information needed for problem-solving.
- Ability to explain technology in simple terms using minimal jargon.

#### **Reporting:**

- Works under the direction of the Library Director. Reports success stories and statistics for use in the Director's fundraising and advocacy.

#### **To Apply:**

Email expressions of interest to Wendy Wright, Library Director [director@smitherslibrary.ca](mailto:director@smitherslibrary.ca) by 5 p.m. Saturday, June 10.

*The Smithers Public Library is committed to creating a diverse workplace to represent the population we serve and to better meet the needs of our community. All qualified candidates are encouraged to apply. We thank all applicants; however, only those selected for an interview will be contacted.*