

Baldwin Public Library - Position Posting

POSITION: Technology Assistant – Idea Lab

This position plays an essential role in ensuring that the Baldwin Library's Idea Lab (i.e., makerspace) runs smoothly by helping to maintain and operate the Lab's equipment and software, and by assisting patrons when needed.

HOURS: 10 to 20 hours per week—including days, nights, and weekends

QUALIFICATIONS:

- Experience using a 3D printer or laser engraver
- Knowledge of 3D modeling software (TinkerCAD, Autodesk AutoCad, SketchUp, etc.)
- Good technical, mechanical, and design skills
- Enthusiasm and willingness to learn and make new things
- Ability to prioritize and multi-task
- Reliability and patience
- Willingness to serve patrons of all ages cheerfully
- Ability to express thoughts clearly and effectively both verbally and in writing
- Physically capable of lifting loads approximately 50 pounds in weight

RESPONSIBILITIES

- Reports to Technology Librarian
- Sets up, operates, and performs basic maintenance on Idea Lab equipment
- Installs and updates software associated with Idea Lab
- Keeps Idea Lab clean and safe
- Assists patrons in using Idea Lab equipment and software
- Assists with and/or leads instruction and programming using Idea Lab hardware and software.
- Other duties as assigned

SALARY RANGE: \$13.13 to \$18.47 per hour, depending on work experience and qualifications

APPLICATION: Cover letter, resume and application due by Monday, August 14, 2017.

PROCEDURE: Mail to:
Baldwin Public Library
Attn: Paul Gillin
300 W. Merrill St.
Birmingham, MI 48009

Or submit electronically to: paul.gillin@baldwinlib.org

The application is available on the library's employment website:
<http://www.baldwinlib.org/employment/>