

Name of Position: Library Assistant

8 hours per week

\$10.00 per hour

Supervisor: Casey Debus

Department: Library

Job Description: Assist the library director in day to day tasks. Answer library patron questions and help troubleshoot computer and printing issues. Will cover the front desk and any other tasks as assigned.

Specific Job Skills/Experience Required:

- Attention to detail
- Customer service skills
- Ability to work independently
- Troubleshoot computer with technology
- Dependable and punctual
- Complete FAFSA