

Job Opportunity

Technology Associate

Are you a team player who excels at providing extraordinary customer service? Do you have a passion for all things technological? If so, this opportunity may be for you! The Indian Prairie Public Library is seeking a friendly, tech-savvy, person who enjoys assisting people with computers, devices, and other library equipment.

This position will work in our Technology Center and assist patrons using our computers, printers, and scanners. Our Technology Center also offers virtual technology assistance, so you should be comfortable explaining technology topics both verbally and through writing. You'll also work with our Tech Takeout collection. Good people skills, patience, and the ability to troubleshoot and investigate technology issues are key.

We provide a dynamic, engaging team environment, valuing staff members' initiative and contributions. Exceptional service is our passion and we pride ourselves on being caring and friendly, listening to the needs and interests of each individual, and developing services with deliberate and thoughtful care. We are committed to making everyone's library experience enjoyable.

The successful candidate will:

- Have a passion for helping others gain skills and be successful.
- Personal or work experience with computers, Microsoft Office and other technology.
- Provide extraordinary customer service.
- Have a sense of humor and enjoy learning.

Qualifications:

- High school degree or equivalent.
- At least two years of experience working with the public.
- At least two years of experience using a computer in a work or educational environment.
- Proficiency in using computers and other devices, including smartphones and tablets.
- Must be available to work days, evenings, and weekends.

The salary is \$17.34 and includes accrued paid leave. The position is scheduled between 12-16 hours per week including days, evenings and weekends.

Week 1: Mon. 9-1, Tues. 5-9, Thur. 9-1, Fri. 1-5

Week 2: Mon. 9-1, Tues. 5-9, Thur. 9-1, Fri. 9-1

Week 3: Mon. 9-1, Tues. 5-9, Thur. 9-1, Fri. 1-5

Week 4: Mon. 9-1, Tues. 5-9, Thur. 9-1, Fri. 1-5

A complete [job description](#) and [application](#) is available at the Guest Services or at <http://ippl.info/about/job-openings>. Submit applications to Mark Sloan, Head of Technology Services, Indian Prairie Public Library, 401 Plainfield Road, Darien, IL 60561 or email to marks@ippl.info.

Applications will be accepted through January 29, 2024.

The Indian Prairie Public Library District is located in Darien, Illinois serving 42,000 residents in the communities of Darien, Willowbrook and Burr Ridge. The library is extremely busy with a wide variety of services and programming. Our residents love our services and the warm and friendly staff! Indian Prairie Public Library is an equal opportunity employer. For further information about the library, visit www.ippl.info.