



QUOGUE LIBRARY

TECH ASSISTANT - INNOVATION LAB PART TIME POSITION

RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

- Offer general consultation for people who are working or studying in the lab
 - Provide instruction to all lab users on proper use of equipment and ensure all lab equipment is properly cared for
 - Monitor files and programs that are downloaded onto the computers to make sure spyware, malware and other dangerous programs are not downloaded
 - Supply reference materials to help users learn how to use particular programs
 - Maintain inventory of supplies, place orders and keep records of maintenance activities
 - Change toner in printers, add paper and otherwise ensure proper functioning of all printers in the lab
 - Set up and shut down the lab according to work hours
 - Consult Department Head on more difficult issues
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REQUIRED QUALIFICATIONS AND SKILLS:

- Must have the ability to effectively provide instruction to lab users
 - Knowledge of how to operate, maintain and care for printers, projectors, scanners, speakers and other equipment used in conjunction with computers
 - Ability to learn and teach emerging technologies including the 3D Printer, Cricut and more
 - Must have excellent communication skills
 - Must have excellent reading comprehension skills
 - Must have strong organizational skills as well as effective time management abilities
 - Must be a team player
 - Must have excellent troubleshooting skills
 - Must be detail oriented
 - Must have excellent interpersonal skills
 - Must be able to lift heavy objects like computer monitors printers, hard drives
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HOURS, WAGES, BENEFITS:

- 14 hours a week, plus a rotating Sunday from 12:00 PM - 5:00 PM
 - Hourly pay starting at \$20.00 per hour which will increase based on experience
 - Vacation/Sick/Personal Time included
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To apply please send your resume to info@quoguelibrary.org
to the attention of Susan McKenna, Director

Submit applications by March 15th, 2025

QUOGUE LIBRARY

90 Quogue St

Quogue, NY 11959

(631) 653 - 4224

*Quogue Library is an Association
Library and is not subject to
Civil Service Requirements.*