

Middle Country Public Library

631-585-9393

<http://www.mcplibrary.org>

Centereach
101 Eastwood Blvd.
Centereach, NY 11720



Selden
575 Middle Country Rd.
Selden, NY 11784

Position Available Part Time Innovation Space Assistant

The Middle Country Public Library is seeking a part-time Innovation Space Assistant. This position requires flexibility in availability, Monday through Saturday with occasional nights. This is a Civil Service position. The maximum hours are 17.5 per week. Actual hours available will depend on the needs of the library. The starting salary is \$30.16 per hour.

Minimum Civil Service Qualifications:

- Graduation from a college with federally-authorized accreditation or registration by New York State with a Bachelor's Degree.

Note:

- Excellent customer service skills, effective communication skills, verbal and written.
- Preferred experience/skill includes being comfortable with computer systems and technology, graphic art or design background, and attention to detail.
- Preferred proficiency with computer software (Photoshop, Inkscape, Illustrator), technology applications, and makerspace equipment, such as 3D printers, laser engravers, and heat presses.

Typical Duties:

- Instructs patrons in the use of makerspace equipment, and troubleshoots minor technology issues, reports technology issues to supervisors.
- Collects statistical data on makerspace usage.
- Assists with day-to-day tasks and projects.
- Assists with appointments for patrons utilizing makerspace equipment.
- Assists with tracking supply levels of inventory.
- Assists with implementing new services and projects offered by the library.
- Additional responsibilities reflective of education and experience.

Interested applicants should contact **Sal DiVincenzo** at 631-585-9393 x216

Or by email: divincenzo@mcplibrary.org