



POSITION AVAILABLE: PART-TIME TECHNICAL SUPPORT AIDE

DATE POSTED: JUNE 1, 2026

The I.T. Services Department of the West Islip Public Library is seeking a part-time Technical Support Aide to join our team. Candidates must be able to work independently and have the ability to provide friendly customer service and foster a welcoming and respectful environment.

Schedule:

- 12 – 17.5 hours weekly; evening and weekend availability required.

Responsibilities:

- Support and assist staff members and patrons with the use of library-owned computers, software and peripheral equipment.
- Assist staff members, programmers and patrons with the use of library AV equipment.
- Assist with the installation, updating and troubleshooting of equipment.
- Document changes to current systems and assist in the documentation of new systems.
- Other duties as assigned.
- Must be capable of lifting and carrying up to 50 lbs. (ex. monitors, printers, AV equipment).

Qualifications:

- Graduation from a standard senior high school or possession of a high school equivalency diploma.
- One year of technical computer experience, which includes monitoring, maintaining or repairing computer systems or assisting individuals in the utilization of computer-based software and/or hardware, or in the utilization of software to create or design specialized forms or reports.

NOTES:

- Additional education from a college with federally-authorized accreditation or registration by NY State, which includes three (3) credits per year in information technology or computer science, may be substituted for all experience.
- Coursework in information technology from a non-degree-granting computer training institution may be accepted based upon credit hour equivalence.

Salary: \$23.00 an hour

Interested candidates may send a résumé to:

Melissa Forshée

Head of I.T. Services

mforshee@westisliplibrary.org

Résumés will be accepted until June 15, 2026.