

Digital Literacy Associate*
(Two Positions Available)
Full time

Euclid Public Library is seeking two customer service oriented Digital Literacy Associates to staff a computer help desk in a busy library. The Digital Literacy Associate assists patrons in using Microsoft Office programs, the Internet, and online library resources on library computers and handheld devices. This position also develops and teaches 4-8 computer classes a month for the public.

This position earns benefits, which include paid holidays, paid vacations, earned sick time and a generous health care package.

Responsibilities include: Developing and conducting computer training and providing computer technical support to the public for their computer and Internet needs.

Qualifications: Bachelor's degree or an equivalent combination of education, training and experience. Proficiency with Microsoft Office Applications required and experience in teaching computer skills preferred. Work schedule includes regular evening and weekend hours.

Starting Salary: \$16.68 and up, depending on qualifications and experience

Those interested should apply at <http://www.euclidlibrary.org/employment>

Deadline for Applications: Open until filled

Date of posting: August 28, 2023

*Revised Position Title from Computer Associate September 19, 2023

NO PHONE CALLS PLEASE