



Part-Time Technology Page

Are you a high school student who loves technology? The Ossining Public Library is seeking a part-time, tech-savvy Technology Page.

The Technology Page reports to the Technology and Training Librarian and will be responsible for assisting in light technology maintenance, basic computer and technology instruction, and collections maintenance. The ideal candidate enjoys learning, problem solving, and working with others and has an interest in libraries, computers, and technology. The Technology Page will work with staff from all departments in the library as well as with patrons.

Position requirements:

- Ability to understand and follow oral and written directions
- Accurate and detail-oriented
- Ability to sort materials by alpha-numeric systems
- Ability to learn about and use a variety of software
- Ability to physically perform the duties of the position, including lifting up to 30 lbs
- Willingness to provide customer service in a courteous manner
- An active interest in information technology preferred
- Spanish speakers encouraged to apply

Examples of Work for this Position:

- Provides basic library information to patrons
- Helps maintain library hardware
- Assists in instructing patrons on basic uses computers and mobile devices
- Sorts and shelves library materials
- Shelf reads for accuracy and order, re-shelving as necessary

Minimum training and experience:

- Must be at least 16 years of age
- Enrolled in High School
- Ability to obtain working papers if needed
- Basic knowledge of and ability to use computers and mobile devices

Wages: \$14.00 per hour, 15 hours per week during the summer, 8 hours per week during the school year.

To apply, please send an [application](#), resume, and cover letter via mail or email to:

Allison Robbins, Technology and Training Librarian
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