Reference/Technology Assistant - Part Time

The Reference/Technology Assistant is responsible for reference and technology services for the Library. This position involves helping patrons in locating information and material online and in the Library, providing technical assistance with electronic devices, and facilitating programs for adults and teens.

This is a highly visible and responsible position. Above all, the person in this position should present a positive image making all people feel welcome and accepted at the Library.

Duties and Responsibilities:

- Answer reference questions
- Provide reader advisory assistance
- Promote community awareness of library resources, services and programs by compiling and publishing a monthly electronic newsletter
- Prepare and implement programs and craft activities for adults and teens
- Provide technical assistance with computer programs including Microsoft Office Suite
- Aid patrons with general computer, cell phone, and photocopier use
- Attend additional training as offered by OSL and OLIS if pertinent
- Miscellaneous other duties as assigned by the Library Director and/or Assistant Director

Educational Requirements:

- Bachelor degree mandatory
- Master of Library Science or Master of Library & Information Science degree from an American Library Association accredited institution is a plus

Hours and salary:

- Monday, 9 AM to 5 PM
- Wednesday, 12 PM to 8 PM
- Some Saturdays in rotation
- $17/hour to start

To apply, send resume and cover letter to Carolyn Magnus, Director at director@portsmouthlibrary.org