

Marshall District Library

Job Posting

AVAILABLE POSITION: Library Technology Assistant

WORK SCHEDULE: Part-time, 24 hours per week, including some evening and weekend hours

PAY RATE: \$15.00 per hour with annual merit increases; benefits include pro-rated health insurance options, retirement plan options, paid vacation and sick leave, paid holidays

JOB SUMMARY: The Library Technology Assistant provides library services to patrons of all ages. These services include providing support for public access and staff computers, printers, and equipment; assisting patrons with public computer use; assisting in the set-up and maintenance of library computers; troubleshooting software and hardware problems; teaching computer classes and one-on-one instructional sessions on computers, phones, and other devices; updating the library website; delivery of information services for patrons of all ages.

REQUIREMENTS:

- Minimum high school degree. College coursework or computer certifications preferred.
- Familiarity with Windows Operating Systems, Microsoft Office productivity software, tablet and phone technology, and wireless networking issues.
- Ability to assist library users with software, email, Internet use, social media, and digital devices.
- Commitment to customer service excellence.
- Accuracy and skill in keyboarding required.
- Excellent oral and written communication skills required.
- Ability to organize multiple assignments and work independently.
- Computer lab and/or library experience preferred.

Additionally, to perform the essential functions of the position, an individual will be required to maintain a physical condition necessary for sitting, moving, and/or standing for extended periods of time; bending; lifting or carrying light to moderately heavy objects; operating assigned equipment, including computers.

APPLY: Application available at Marshall District Library, 124 W. Green Street, Marshall, MI 49068 or online at www.yourmdl.org. Please send a resume OR completed application, cover letter and contact information for three references to Angela Semifero, Library Director, Marshall District Library, 124 W. Green Street, Marshall, MI 49068, or electronically to SemiferoA@yourmdl.org

DEADLINE: Application materials will be accepted through 5:30 pm on Friday, October 16, 2026.

PLEASE NOTE: All candidates will be notified of our decision by mail, email, or phone within 4-6 weeks after the deadline date. We ask that no inquiries be made about the status of your application during this period.