**Job title**  
Library Assistant

**Reports to**  
Head of VTC

**Job purpose**

The Library Assistant in the Victoria Technology Center provides support to computer users in areas such as word processing, internet browsing and job searching.

**Duties and responsibilities**

Duties include but are not limited to:

- Assist patrons with a variety of computer tasks such as but not limited to signing in, printing formatting documents, scanning, and locating job research and other web sites.
- Supports job seekers in their search including calling employers and making referrals when needed.
- Makes appropriate referrals to the Reference staff for patrons needed additional resources.
- Prepares schedules and records statistics.

**Qualifications**

- Experience and Knowledge of a variety of software and hardware.

**Working conditions**

This position includes regular evening and Saturday shifts.

**Physical requirements**

The ability to lift 35 pounds, move books, and push and pull book trucks may be required

**Salary:** $29,788

**Deadline to apply:**

August 27, 2021

INTERVIEWS WILL BE ARRANGED WITH THE APPROPRIATE DEPARTMENT HEAD. ANYONE INTERESTED SHOULD INDICATE IN WRITING TO THE HUMAN RESOURCES OFFICE BY THE CLOSING DATE.