



Craven-Pamlico Regional Library
invites applications for the position of:

Temporary Tech Trainer

Part-Time, Time-Limited Grant Funded Position / Paid Internship

SALARY: Starting at \$13.79 / hour

OPENING DATE: 08/05/2024

CLOSING DATE: Until Filled

****To be considered for this position you must submit a cover letter, resume, and CPRL online application (<https://mycprl.org/work-with-us>) via email to hr@mycprl.org using "Temp Tech Trainer" in the subject line or in person at the New Bern-Craven County Library Circulation desk.**

Position Overview: Provide technology training, support and materials to end users focusing on Tops and Spots grant technology under guidance of the IT Coordinator and Regional Director.

Duties and Responsibilities

- Teach patrons of all ages and abilities in the use of library technology
- Assist patrons over the phone, online, and in-person; one-on-one or groups
- Create instructional and promotional media for end users including video tutorials
- Travel to and provide training at multiple library locations and off-site Outreach locations
- Troubleshoot device issues; clean, repair, replace parts, report damage as needed
- Perform circulation, cataloging and overdue processing tasks
- Configure and update software on laptops, tablets, hotspots, etc
- Keep accurate inventory of devices
- Utilize vendor specific platforms and productivity software in completion of tasks
- Identify issues with and create solutions for project needs as they arise
- Performs other duties as assigned

Knowledge, skills and abilities

- Convey technical concepts to learners of varying ages and abilities
- Follow verbal and written instructions
- Perform work requiring attention to detail
- Skilled in writing instructional or promotional material
- Work independently, collaboratively and/or under supervision
- Stay on task to meet deadlines; manage time & tasks effectively
- Utilize scissors, box cutters, screwdrivers, engravers and other manual or electronic tools
- Skilled in data entry, typing and operating general office equipment
- Reliability; must have the ability to consistently adhere to work schedule
- Flexibility; responding positively to changes in environments or tasks

Desirable Experience and Training

Enrolled in or graduation from two-year college, technical or other postsecondary institution; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities; formal or informal teaching experience; ability to work independently within library system policies and procedures with minimal supervision; effective oral and written communication skills. Excellent computer skills required.

Special Requirements:

Maintain a valid NC Drivers' License and driving record that meets CPRL standards during employment. A background check will be required.

Work Schedule:

Up to 19 hours weekly, schedule TBD including some evenings, weekends and special event participation.

Temporary positions do not include benefits. This is a grant position lasting no more than 11 months.

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Questions regarding the position may be emailed to lydia.davis@mycprl.org or hr@mycprl.org.