Pasadena City College
Shatford Library – Computer Labs

Job Announcement: Student Worker (1 position)

For Winter and Spring 2018, and possibly onward

Description: Under the supervision of the Access Services Librarian and Computer Lab Coordinator, the student worker will serve as the public face of the Shatford Library at the Computer Lab Desk. This is a PART-TIME HOURLY position (maximum 20 hours per week, $11.00/hr), including evenings and weekends. Hours may change based on library need, but 2pm to 6pm (Monday through Thursday) during open hours are PREFERRED.

We are seeking a student worker will be able to perform as follows:

- Help oversee the operations of the computer labs and lab desk
- Assist students in the use of hardware and software
- Troubleshoot and solve minor hardware and software problems
- Aid librarians during library instruction sessions
- Maintain a safe and user-friendly environment and effectively explain lab rules and policies
- Assume responsibility and exercise sound judgment
- Establish and maintain an effective working relationship with others
- Work in a multicultural environment
- Perform related duties as required

Required Qualifications:

- Completion of one or more of the following courses: BIT 100, BIT 102, BIT 125, BIT 128, BIT 133, CS 002, CIS 010
    - Equivalent coursework from another college is acceptable
    - Relevant and equivalent experience or knowledge may substitute coursework
- Proficiency with Microsoft Office, particularly Word, Excel, and PowerPoint
- Proficiency with Internet Explorer, Firefox and Google Chrome
- Familiarity with Google accounts (Gmail, Google Drive)

Desired Qualifications:

- Knowledge of microcomputer hardware components
- Knowledge of Windows 7 operating system
- Knowledge PCC LancerPoint and Canvas
- Ability to effectively explain basic use of hardware and software

Application Information:
To apply, email all application materials to Lena Hicks (lhicks2@pasadena.edu) by **Monday, Nov. 27, 2017.** Interviews will take place the following week. The following documents are required for consideration:

1. Completed Library Application (attached)
2. Current Resume

For more information, please contact:
Lena Hicks, Access Services Librarian
Phone: (626) 585-7329 Email: lhicks2@pasadena.edu