



Technology Intern

Summary

This is a paid internship position with the primary focus of assisting the public with technology issues during scheduled sessions. Duties also include assisting staff members with various tasks such as display creation, signage, and A/V troubleshooting.

The intern shall have general knowledge of computers and other devices and show an aptitude for learning new technologies as need arises. Great communication skills and a patient and considerate teaching style are needed to succeed in this position.

Works under the immediate supervision of the Assistant Director.

Essential Functions

- Helps patrons during scheduled sessions with technology-based questions using tech such as phones, computers, and tablets.
- Helps library staff with tech-based issues.
- Troubleshoots A/V equipment in room rentals.
- Teaches tech classes for the library's patrons, such as Computer Basics, iPhone Basics, and Email & Internet Basics.
- Works with Youth and Teen Librarian with programming.
- Helps staff with various displays and sign creation using programs such as Canva.
- Miscellaneous tasks as assigned by staff.
- Operates a variety of standard office and library machines.
- Assists with program room setup and tear down.

Preferred Qualifications

The ideal candidate will share the Desert Foothills Library's commitment to its mission and will bring a broad range of skills and experience including but not limited to:

- Good knowledge of the English language.
- Ability to independently learn new technologies and systems.
- Patient and considerate teaching style for people with limited knowledge of technology.
- General knowledge of computer software, apps, and settings.
- Knowledge of Office 365 and Google apps.

- Ability to work with PC, Android, Google, and OS devices.
- Adept with social media.
- Good ability to pay attention to detail.
- Good ability to establish and maintain effective working relationships with staff and the public.

Hourly Rate:

\$15-\$18 per hour

Anticipated Hours:

- 10-15 hours per week (subject to change/flex)

Please send a letter of interest and current resume to Dr. Debra J Lay, Executive Director:

dlay@dfia.org

Open until filled.