

IT Support Associates, Part Time

Westport, CT

You have an opportunity to join a great team of dedicated staff who are committed to excellent patron services and who are transforming the Westport Library (CT) to meet the evolving needs of our patrons.

The library is recruiting for part-time IT Associates to work regular day, evening, and weekend shifts and on an “as needed” basis, including days, evenings, and weekends. The IT Support Specialist performs analytical, technical, and administrative work in the installation of new and existing computer systems and workstations; troubleshoots and resolves issues with computer systems and peripheral equipment throughout the Library and supports patrons with the use of technology.

Requires:

High School Diploma or equivalent. At least three years’ work experience, or combination of education and work experience may be considered. Experience with Microsoft networks preferred. Thorough knowledge of Microsoft Operating Systems and Microsoft Office Applications and familiarity with Macs. Ability to troubleshoot hardware and software problems. Excellent verbal and written communication skills and courteous and efficient when helping patrons and staff and resolving issues. Ability to identify potential problems and seeks solutions plus ability to lift up to 40 pounds. Ability to work evening and weekends as required.

Rate: \$15.00 per hour

Send resume to jobs@westportlibrary.org and include title in subject line of position.