



## Job Opportunity

**PositionTitle:** 4 Technology Trainer positions at the branch libraries in: Elmsdale, Mt. Uniacke, Stewiacke and Tatamagouche

**Classification:** Library Clerk I (part-time)

**Rate of Pay :** \$12.06/hour

**Term:** 5 hours per week for 24 weeks – October 17, 2017 to March 31, 2018

### Job summary:

Under the direction of the branch manager and the Administrator of Automated and Technical Services, plans and conducts computer training sessions for the public at the branch library. The work schedule is 5 hours per week and may include some evening and weekend shifts.

### Duties / Tasks:

- prepares lessons, handouts, and other instructional materials for various computer applications (e.g. word processing, spreadsheets, the Internet, digital photography) for students of all ages and levels of technical expertise
- promotes courses through posters, brochures, etc.
- conducts group lessons and one-to-one tutorials and invites feedback
- maintains a waiting list of prospective students
- maintains and analyses statistics and course evaluations to respond to student needs

### Education, Experience, and Abilities Required:

- completion of grade 12 and relevant post-secondary studies or an acceptable combination of education and experience
- 2 years experience teaching/delivering training in a professional setting
- proficiency in MS Windows XP, MS Office, word processing, spreadsheets, email, the internet, mobile technology (devices run by the Android, iOS or other operating system) and digital photography
- ability and willingness to assist with basic computer troubleshooting
- experience working in a public library setting, an asset
- superior interpersonal, organizational, communication, and teamwork skills, including the ability to communicate effectively, tactfully, patiently, and courteously with both technical and non-technical staff, students, and the general public
- ability to visualize, organize, and label information and to put ideas into tangible form
- keen interest in keeping up to date with rapidly changing technology

### Application Procedure:

Please submit a detailed résumé with cover letter (please specify branch position being applied for) to:

Bill Morgan, Administrator, Automated and Technical Services  
Colchester-East Hants Public Library  
754 Prince St.  
Truro, NS B2N 1G9

E-mail: [techjob@cehpubliclibrary.ca](mailto:techjob@cehpubliclibrary.ca)

**Deadline for receipt of applications: October 6, 2017 (4:30 p.m. Atlantic time)**

We thank all applicants for their interest; however, only those selected for an interview will be contacted. To learn more about the Colchester-East Hants Public Library, visit our website at [www.lovemylibrary.ca](http://www.lovemylibrary.ca).