

Job Announcement
Rochester Hills Public Library Makerspace Assistant

Position: Makerspace Assistant (up to 20 hours per week, primarily evening and weekend hours)

Department: Digital Services, reporting to the Makerspace Manager

Salary: \$13.85 - \$18.07 (placement may be higher depending on qualifications)

Benefits: Flexible work environment, professional development workshops and training.
Optional benefits: monthly visits from therapy dogs, deferred compensation plan, flexible medical reimbursement plan, and/or dependent care.

Important Dates

Deadline for applications: Open until filled

Starting date: ASAP

Job Description

The Makerspace Assistant helps patrons in the makerspace and assists in running programs associated with the makerspace. The Makerspace at RHPL houses equipment and software for 3D printing, laser cutting and engraving, photo editing, cutting machines such as the Cricut and much more.

Primary Job Duties

- Assist patrons in using tools, equipment, and software in the makerspace under the direction of the Makerspace Manager, but independently from the manager
- Set up and operate machines and provide basic maintenance on equipment
- Assist with programs as needed when there are programs in the makerspace
- Keep the makerspace clean and operational
- Perform opening and closing procedures
- Prepare for emergencies and helps maintain a safe work environment
- Perform other duties as required

Qualifications

- High school diploma
- Technically and mechanically inclined
- The desire to meet the public and serve patrons of all ages and abilities
- Enthusiasm and willingness to learn and make new things
- Organized, with the ability to prioritize and multitask
- Reliable, with patience and professionalism



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- Skills with technology, art, crafts, engineering, science, and design
- Ability to express ideas clearly and effectively, both verbally and in writing
- Adobe Creative Suite experience preferred
- Ability to make decisions, and interpret and communicate details about policies
- Positive attitude toward accommodating library users living with disabilities
- Inspired to provide exceptional customer service
- Excellent communication skills, written and verbal, including telephone skills
- Ability to communicate effectively with coworkers in a fast-paced environment
- Dependable and flexible work habits
- Demonstrated ability and/or experience working with Windows or Chrome-based computers, and popular software applications such as MS Word/Google Docs, or Excel/Google Sheets
- Ability to use Google Suite of productivity tools (Gmail, Forms, Calendar, etc.)
- Ability to work independently and assume responsibility

Requirements of the role

- Physical:
 - Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; picking up litter; spreading ice melt
 - Standing or sitting for periods of time
 - Writing or typing to complete work-related documents
- Mental:
 - Is accurate
 - Able to maintain confidentiality of library records and administrative matters
 - Good time management: is prompt, flexible, works under short time constraints, and meets deadlines
 - Able to interact and work effectively with customers, supervisors, co-workers and volunteers
 - Able to retain concentration and poise despite numerous interruptions
- Environmental:
 - Normal interior environment
 - Minor fumes related to equipment and materials utilized in the makerspace
- Travel:
 - <5% (attendance at local library workshops)



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The Rochester Hills Public Library is an Equal Opportunity Employer.

Application: Please fill out an employment application at <http://www.rhpl.org/jobs> and attach a cover letter, resume, and a photo of something you've made. If you have questions about the position, please direct them to Matt Grayvin, Makerspace Manager, at matt.grayvin@rhpl.org.



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