

Job Announcement
Rochester Hills Public Library Makerspace Assistant

Position: Makerspace Assistant (15-20 hours per week, including evening and weekend hours)

Department: Adult Services, reporting to the Makerspace Specialist

Salary: \$13.00 - \$14.63 (placement within this range is dependent on qualifications)

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

Important Dates

Deadline for applications: December 1, 2023

Decision anticipated: December 15, 2023

Starting date: ASAP

Job Description

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

Primary Job Duties

- Assists patrons in using tools, equipment, and software in the makerspace
- Sets up and operate machines and provide basic maintenance on equipment
- Assist with programs as needed when there are programs in the makerspace
- Keeps the makerspace clean and safe
- Other duties as assigned

Qualifications

- Technically and mechanically inclined
- Eagerness to work with the public and serve patrons of all ages, backgrounds, and abilities
- Enthusiasm and willingness to learn and make new things
- Organized, with the ability to prioritize and multitask



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- Reliable, with patience and professionalism
- 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

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
- Travel:
 - <5% (attendance at local library workshops)

The Rochester Hills Public Library is an Equal Opportunity Employer.

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



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