



# Cybernaut Multimedia Assistant - Los Angeles Public Library

## JOB DESCRIPTION

Cybernauts provide basic computer assistance to Los Angeles Public Library patrons of all ages. Cybernauts' technological skills allow them to aid patrons in using computers, wireless devices, software applications, databases, and E-media resources. As an entry level employment opportunity, Cybernauts gain meaningful work experience and training while helping to improve the digital literacy of their communities. They also teach community workshops on a monthly basis and assist with digital literacy classes when needed. They may also be given an opportunity to create new curriculum if needed and interested. Cybernauts will be assigned to a Los Angeles Public Library branch for 15 hours a week, five days a week, during afternoon hours (except for Central Library).

**For a list of current branch openings, please scan the QR code or visit our job site at: [www.mcscalifornia.com/cybernaut-job-posting](http://www.mcscalifornia.com/cybernaut-job-posting)**



## ESSENTIAL JOB REQUIREMENTS

- Excellent computer skills with knowledge of Microsoft Office (Word, Excel, etc.) and Google Applications (Gmail, Docs, Drive, etc.)
- Familiarity with the Internet, cloud computing, and popular social media platforms
- Knowledge of various library-provided electronic resources
- Experience using smartphones, tablets, and e-readers
- Familiarity with Mac/PC and iOS/Android operating systems
- Strong customer service skills
- Able to attend three paid mandatory Professional Development Training sessions a year

## QUALIFICATIONS

- High School Diploma or GED (AA or BA preferred but not required) Bilingual capability (preferred but not required) Background check required
- Applicants must be 18 years and older

## COMPENSATION

- \$18.50/hour, 15 hours/week

## BENEFITS

- Eligible for 40 hours of Sick Leave benefits
- Additional paid optional training providing Professional Development Opportunities and Networking

## TO APPLY

Send your resume to Michael Chavez, Cybernaut Case Manager at MCS: [michael.chavez@lapl.org](mailto:michael.chavez@lapl.org) . Please include in your email which branch location(s) you are interested in and how you heard about this job.