



# 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 may also be given an opportunity to teach or assist with digital literacy classes to interested patrons. Each Cybernaut 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)**



SCAN ME

## 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 24 hours of Sick Leave benefits and 30 hours of Supplemental COVID-19 Sick leave
- Additional paid optional training providing Professional Development Opportunities and Networking

## TO APPLY

Send your resume to Melody Phongmai, Cybernaut Case Manager at MCS: [mphongmai@mcslosangeles.com](mailto:mphongmai@mcslosangeles.com). Please include in your email which branch location(s) you are interested in and how you heard about this job.