Computer Instruction Intern for Library Patrons and Staff Members

Description

Calling all tech-savvy students. Manatee County Library System (MCPLS) seeks multiple interns to teach patrons and staff varying levels of computer skills. Technology trends change daily, and who better than students to help MCPLS stay on the cutting edge of services?

Responsibilities

Interns will be in charge of multiple projects:

1. Plan and conduct classes that teach patrons very basic computer skills. Skills include using a PC, email, simple Internet searching, Microsoft Word, Facebook, and Craig's List.
2. Create supplemental hand-outs for patrons to take from class.
3. Weekly hours helping patrons use library computers.
4. Plan and conduct classes that teach library staff about popular technologies so staff may better serve patrons. Suggested technologies include tablets, smart phones, e-readers, social bookmarking, QR codes, and blogging.
5. Create supplemental hand-outs, screen casts, and/or videos

Requirements

- No experience required
- College student living in Bradenton/Manatee area
- General knowledge of technology and trends
- Excellent verbal, written, and interpersonal communication skills
- Initiative, creativity, and patience
- Coordinate with college for credit (hours can be adjusted depending on intern’s needs)
- Transportation to multiple branches

Benefits

- College credit
- Letter of recommendation
- Excellent addition to resume
- Gain organization, planning, and public speaking skills
- Benefit your local community
- Flexible schedule

Majors

Library Science, Education, Computer Science, or related

Application Process

Please submit a cover letter, resume, and letter of reference to Ava Ehde, Library Services Manager, at 1301 Barcarrota Avenue West, Bradenton, FL 34205 or Ava Ehde c/o Stephanie Katz at Stephanie.katz@mymanatee.org.