



Salem-South Lyon  
District Library

**POSITION AVAILABLE**  
**Student Technology Intern**

Pay Range: \$8.90/hour

Hours: Part-time. May includes some evening, Saturday, and Sunday hours.

Reports to: Head of Information Technology

The Salem-South Lyon District Library is seeking a part-time Student Technology Intern. The position requires the ability to work hard, have fun, and provide amazing service.

**DUTIES AND RESPONSIBILITIES:**

- Helping patrons and library staff with computer hardware/software needs
- Cleaning existing equipment
- Installing new equipment
- Configuring some software as necessary
- Willingness to learn customer service skills
- Other duties as assigned by supervisor.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified. Job duties are subject to change without notice.

**QUALIFICATIONS:**

- Referral from South Lyon Community Schools (and others)
- 3.0 GPA or academic waiver
- Ability to follow oral and written instructions.
- Ability to work and communicate effectively.
- Ability to handle responsibility.
- Physical ability and stamina to perform typical duties.

**PREFERRED QUALIFICATIONS include:**

- Winning attitude: positive, upbeat, focused
- Initiative: seeks opportunities, uses good judgment, takes intelligent risks
- Accountability: recognizes responsibilities and lives up to commitments

APPLY:

Qualified applicants should submit (email, fax, hand deliver or mail) an application. Applications are available at [ssldl.info/about/library-employment](http://ssldl.info/about/library-employment).

Salem-South Lyon District Library  
9800 Pontiac Trail  
South Lyon, MI 48178  
Attention: Luke Ervin, Head of Information Technology  
[lervin@ssldl.info](mailto:lervin@ssldl.info)  
Phone: (248) 437-6431 x208  
FAX: (248) 437-6593

**THE SALEM-SOUTH LYON DISTRICT LIBRARY IS AN “AT WILL,” EQUAL OPPORTUNITY EMPLOYER.**