

Computer Lab Assistant (Part-Time) Northern Essex Community College

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Posted Aug. 6, 2025, set to expire Dec. 3, 2025

Job Title Computer Lab Assistant (Part-Time)
Department Library Services
Institution Northern Essex Community College
Haverhill, Massachusetts

Date Posted Aug. 6, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Part-Time/Temporary Staff

Academic Field(s) Information Technology

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Job Description

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Computer Lab Assistant (Part-Time)

POSITION: Part-Time Computer Lab Assistant: Library Services; primarily based on the Lawrence Campus (45 Franklin Street) but should be available to periodically work at the Haverhill Campus (100 Elliott Street); 8 hours/week; academic year only (September 2025 - May 2026, excluding winter and spring breaks) with potential for renewal in the next academic year

SCHEDULE: Monday and Thursday 4:00PM - 8:00PM

SUMMARY: As a Computer Lab Assistant, you will serve as primary point of contact in the computer lab and/or library during evening hours during the academic year. This position provides technology

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support for students, which may include assistance with navigating a LMS course site (Blackboard, Brightspace), Microsoft Office or Adobe applications, in addition to printing and other hardware help. You may also assist library users in locating books and other materials used in academic coursework, and answer student questions in person, using chat, email, or other virtual platforms. This position will participate in collection maintenance and other library-related activities during evening hours. There may be opportunities to work additional shifts in addition to the ones above as needed for coverage.

RESPONSIBILITIES:

Duties for this position include:

- Assist computer lab users with troubleshooting basic technology questions, printing, and scanning.
- Provide positive customer service in the library and computer lab during evening hours.
- Assist library users in locating books and other materials used in academic coursework, and answer student questions in person, and using chat, email, or other virtual platforms.
- Assist with shelving, collection maintenance, and other library-related activities during evening hours.

Job Requirements:

MINIMUM QUALIFICATIONS:

NOTE: Unless otherwise noted, all required qualifications must be met by date of hire.

- Associate degree or experience in related field
- Experience working in a customer service setting
- Experience assisting users with technology
- Knowledge of Microsoft Office applications, multi-function printers
- Experience working with and supporting a diverse population

PREFERRED QUALIFICATIONS:

- Ability to work a flexible schedule
- Bilingual (Spanish/English)

EQUIVALENCY STATEMENT: Applicants who do not meet the qualifications as noted above are

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encouraged to put in writing precisely how their background and experience has prepared them with the equivalent combination of education, training, and experience required for the responsibilities of this position.

BACKGROUND CHECK: Candidates will be required to pass a CORI and SORI check as a condition of employment.

Additional Information:

SALARY: \$21.00/hour, non-benefitted position

ANTICIPATED START DATE: September 4, 2025

To apply, click [HERE](#)

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Library Services
Northern Essex Community College

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