Job Description

Position Title	Intern – Information Commons and Makerspace
Department	Library and Information Commons
Reporting To	Senior Associate, Library and Education Programs
Date	August 2017
Type of Position	Internship
Timings	12.00 a.m. (noon) to 8.00 p.m. (may change as per need)

POSITION DESCRIPTION

The position invites creative geeks to support learning information commons and maker space in the library. The intern will be learning creative ideas for maker space using different tools including Library's maker resources and equipment, for example: 3D printers, vinyl cutters, Arduino, as well as low-tech tools. The intern will be assisting students in piloting, testing and accomplishing different projects. S/he will also be responsible for customer service orientation, planning and conducting maker programming sessions and promoting maker resources and services.

DUTIES AND RESPONSIBILITIES

- Answering directional and informational questions about the library, including its services, materials, programs, and initiatives.
- Assisting students in using the Library's maker resources and equipment, for example: 3D printers, vinyl cutters, Arduino, as well as low-tech tools.
- Data Entry and management.
- Planning and conducting maker programming sessions.
- Assisting in promoting maker resources and services.
- Performing other associated duties.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Bachelor's degree from an accredited university in computer science; or another relevant area of study including creative arts.
Required Experience	✓ Fresh

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Creativity and creative idea generation	High
2.	Productivity Software including MS-Office and Excel	Medium
5	Adaptability / Flexibility	High
6.	English Language Proficiency	Medium
7.	Customer Handling	High