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Training Services Specialist

Part-time Position - 28 hours per week

Rocky River Public Library is seeking a part-time Training Services Specialist, a training position in an independent medium-sized public library in suburban Cleveland, Ohio; approximately 21,000 population; budget approximately 5.1 million. The Training Department offers the community a resource for outstanding training programs to keep up with the constantly changing information world.

Under general supervision, the Training Specialist develops and creates training programs, documents, and materials to meet public technology training objectives and works to identify training needs and evaluate training effectiveness. Strong organizational skills and ability to work collaboratively with other staff are necessary. Schedule includes some evenings, Saturdays, and Sundays. See job description for full duties and responsibilities.

Bachelor's degree. Completion of multiple computer classes or extensive personal experience with required applications and hardware. Minimum two years' classroom experience teaching adults *preferred*. Prior work experience in a library environment is *preferred*. Candidates should be good listeners and communicators, present an up-beat attitude, and place top priority on customer service.

The pay range for this position is **\$15.58/hr- \$23.37/hr**. Benefits include: generous paid time off, Ohio Public Employee Retirement, FSA, life insurance, and many opportunities for professional development.

Deadline to apply is: **until position is filled**.

Send cover letter, resume, and completed employment application (email preferred) to:

jobs@rrpl.org

Sherry Shuster, HR Generalist
Rocky River Public Library
1600 Hampton Road
Rocky River, OH 44116

Employment applications are available at the circulation desk of the Library or online at:
http://www.rrpl.org/about/job_application.pdf.

No phone calls, please.

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