



JOB POSTING

Computer Lab Assistant

The Housing Authority of the City of Bloomington seeks applicants for the position of Computer Lab Assistant. This part-time position is responsible for maintaining two computer labs for participants of subsidized housing programs. One located at Holton Homes and the other at Wood Hill Towers. Computer Lab Assistant is responsible for monitoring activities and leading youth enrichment programs operated under a grant from State Farm to maintain the two computer labs.

The position requires a high school diploma or possession of certification of equivalence for High School Achievement (GED) and/or relevant training or an equivalent combination of education and experience sufficient to fulfill essential position functions. Other requirements of the position includes knowledge of general office computer equipment, applicable software programs and general office machines. Applicant should also possess good communication skills while assisting residents and helping with youth programs.

The anticipated starting hourly rate for the Computer Lab Assistant position is \$10.00 per hour. Qualified candidates for the Computer Lab Assistant should complete an application available at the Housing Authority's Administrative Office located at 104 E. Wood Street, Bloomington, IL or request an application via email to at kristineg@bloomingtonha.com. Candidates are encouraged to apply by October 7, 2020, but applications will continue to be accepted until the position is filled. The Housing Authority of the City of Bloomington is an equal opportunity employer (EOE).