Position: Computer Lab Assistant – Part-time

Location: Main Library @ Rock Hill

About Us:

- The mission of the York County Library (YCL) is to enrich and sustain the lives of the citizens of York County by providing library services that meet their informational, recreational, and lifelong learning needs.
- Serving York County, SC, YCL is headquartered in Rock Hill, with branches in Clover, Fort Mill, Lake Wylie, and York. In addition, YCL has a bookmobile and a specialized wheelchair accessible sprinter van to provide outreach services.
- Continuing its commitment to learning for education and entertainment, YCL offers a variety of free programs for adults, teenagers and children. From author visits to theatre performances, everyone can find something to meet their interests. YCL also provides classes for learning to use computers and the Internet.
- Along with its collection of physical and electronic/downloadable library materials, YCL has a robust Virtual Library collection that provides 24/7 access to resources of interest to the student, hobbyist, business owner, health enthusiast, and more. All branches have computers for visitors to use for Internet access and printing, and that children can use for educational games. Wi-Fi service is also available at each branch. In addition, York County residents can check out Hotspots. YCL is committed to helping support digital access and provide resources to bridge the digital divide in York County.

Starting Salary, Hours, & Benefits:

- Beginning wage is $14.04 per hour for 20 hours per week; the weekly work schedule will include evenings and weekends.
- The benefits package for the Computer Lab Assistant includes participation in the South Carolina Retirement System, vacation and sick leave, 11 paid holidays, and 3 optional days/floating holidays.

Essential Duties & Responsibilities:

- The Computer Lab Assistant is responsible for providing excellent customer service to patrons of all ages in a busy computer lab setting.
- Primary duties include basic computer troubleshooting, assisting patrons with software issues and navigating the Internet, providing basic instruction on using software and filling out forms, and maintaining and cleaning equipment.
- Other duties, such as background tasks, may be assigned by the hiring manager.

Required Training & Experience:

- High school diploma or equivalent
- General knowledge and skill with computers, the Internet, and mobile devices
- Understanding of Microsoft Office Suite (Word, Excel, etc.) and basic Windows computer software
- Must be able to work a schedule that includes evenings and weekends

Preferred Training & Experience:

- Customer service experience in a public setting
- Self-motivation and problem-solving skills

Application Process:

- Applications are available at any York County Library or online at www.yclibrary.org.
- Resumes are required and will not be accepted in lieu of a York County Library employment application. Incomplete applications will not be considered.
- The completed application along with the accompanying resume may be mailed, emailed, or hand-delivered to Troy Beckham (troy.beckham@yclibrary.org), Systems Manager, York County Library, 138 East Black Street, Rock Hill, SC, 29730.
- Eligible candidates will be called to arrange an interview after the closing date listed on the posting.
- Due to the high volume of applications received, acknowledgment of their receipt will not be sent to applicants.

Posting closes November 21, 2026.

York County Library is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. York County Library seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires York County Library to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.