



*Catholic College Preparatory  
School for Young Women*

Mercy High School (Farmington Hills) has an opening for a Media Center Technician for the 2019-2020 school year. The media center technician will supervise the media center five days a week during a reduced work day, and perform a broad range of library and multimedia related functions connected to the support of library services and educational/technology needs. This is a part time position receiving minimal supervision.

**Responsibilities:**

- Monitor standards of student behavior within the library/media center for the purpose of maintaining a safe environment conducive to learning.
- Provide instruction and assistance in the access and use of the library media center resources using the AML app.
- Assist students and instructional staff in identifying and accessing relevant print and digital information resources.
- Assist staff and students in educational technology practices to support iPad applications that substantiate learning.
- Achieve proficiency in operating a variety of media equipment: circ computer, printer, laminator and applications for the purpose of providing library/media services to students and staff.
- Participate in professional development training and staff and team meetings.
- Assist other personnel as requested.

**Qualifications/Requirements**

Library experience or Associate's Degree with certification as a Library Technician, and/or experience in educational technology. Possess knowledge of standard library functions, and computer and internet proficiency with ability to learn new software applications.

**The Desired Candidate Will:**

- communicate well and work as a team member in achieving media center standards and goals.
- have a willingness to learn and share best educational technology tools and practices.
- Project orientated possessing the ability to multitask in responding to immediate requests from various audiences.

Please send resume by **June 7** to Associate Principal Larry Baker at [lrbaker@mhsmi.org](mailto:lrbaker@mhsmi.org)

*[Mercy High School](#), a Catholic college preparatory school immersed in the tradition of the Sisters of Mercy, educates and inspires young women of diverse backgrounds to lead and serve with compassion.*