

**PLEASE POST**

*Liberty Local Schools  
4115 Shady Road  
Youngstown OH 44505*

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# Employment Opportunity

May 22 - 29, 2015

## **MEDIA CENTER AIDE**

- WORKSITE:** W.S. Guy School/Commons Library
- HOURS:** 3.75 hours per day
- SALARY:** Per negotiated agreement
- QUALIFICATIONS:** Communicates clearly and concisely in both oral and written forms  
Demonstrate strong organizational skills  
Possess strong computer skills  
Familiarity operating office equipment (fax machine, copier, phone system)  
Ability to learn and operate computer programs including DASL  
Successful BCI/FBI Background Checks
- DUTIES:** Work under the supervision of the building principal.  
Ability to perform work in accordance with job description.

Individuals interested in applying for the position must submit a Liberty Schools application, a letter of interest and a resume with other information applicant deems important by 3:00 p.m. May 29, 2015 to:

**Judd Rubin, Principal  
W.S. Guy Middle School  
4115 Shady Rd.  
Youngstown OH 44505  
330.759.1733 FAX 330.759.4507**