

Posted 02/06/2018
Hiring range \$10.18-\$11.30
Status: Full-time



The College of Idaho invites applications for a **Library Technology Coordinator**. The **Library Technology Coordinator** works as part of the library team in the new Cruzen-Murray Library facility to support the use of technology and information resources. In cooperation and collaboration with the Department of Information Technology, provides front-line technical assistance and support to students and faculty in the library; receives (catalogs) and invoices all books and media that are added to the Library's collections; assists the User Services Librarian in the maintenance and development of the library's online resources; works as a member of the Library team to support all function and services of the Cruzen-Murray Library; develops expertise on and provides support for teaching and collaboration technology in the Cruzen-Murray Library, including Surface Hubs and classroom and huddle room systems.

Essential Functions

Technology Support

- In cooperation and collaboration with the Department of Information Technology, provides front-line technical assistance and support to students and faculty in the library.
- Assists the User Services Librarian in the maintenance and development of the library's online resources including, but not limited to, the OCLC WorldShare Management System (WMS).
- Provides support for users of Surface Hubs and other technology in classroom and huddle rooms in the Cruzen-Murray Library.

Customer Service

- Provides general library services and information to faculty, staff, students, and other library users.

Library Acquisitions

- Receives (catalogs) and invoices all items purchased for the library collection.

General Library

- Maintains general knowledge of library collections and services.
- Consults and communicates regularly with the Director of the Library and other library staff in recommending, establishing and evaluating library policies, procedures and workflow and increasing the quality and efficiency of library services.
- Serves as backup to other library positions.
- Perform additional duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of Microsoft Office suite
- Excellent communication skills, both oral and written, in English
- Ability to maintain a high level of customer service
- Must be self-motivated, willing to work independently
- Detail oriented while adhering to guidelines, performance standards and policies
- Must possess a strong work ethic and unquestioned personal integrity

Qualifications

- High School diploma or equivalent and some College required.

- Strong computer skills, particularly in Microsoft Word and Excel.
- Comfort and skill utilizing Internet resources.
- Ability to work independently.
- Attention to detail.
- Love of books and reading
- Must possess a current valid driver's license, be vehicle insurable with a good driving record in accordance with The College of Idaho's vehicle policy.

Founded in 1891, The College of Idaho is the state's oldest private college. The C of I has a national reputation for academic excellence and for preparing successful graduates, including seven Rhodes Scholars, three governors, four NFL players and countless business leaders and innovators. The College is located on a beautiful campus in Caldwell, a community of 50,000 located in Idaho's vibrant Treasure Valley. Campus is just 30 minutes from downtown Boise, a thriving city with a multitude of dining and entertainment options including the Idaho Shakespeare Festival, the Boise Philharmonic Orchestra, professional sports and more. The area also offers world-class opportunities for hiking, camping, fishing, skiing, mountain biking and whitewater rafting.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of the contract without sponsorship from The College of Idaho.

To apply please submit a cover letter addressing qualifications for the position, a resume, and the names and contact information of three references, two management and one professional, to hr@collegeofidaho.edu. Application review will begin immediately. Applications will be accepted until suitable candidates are selected. To learn more about The College of Idaho, please visit www.collegeofidaho.edu

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing the performance of a diverse and inclusive workforce.