

Posted: 08/26/2022
Hourly rate: \$12.68 - \$16.91
Status: Non-Exempt, Full-time



[The College of Idaho](#) invites applications and recommendations for a **Library Technology Coordinator**. As a member of the library team, this position works in cooperation and collaboration with the Educational Technology Coordinator / eServices Librarian and Department of Information Technology, to provide front-line technical assistance and support for users of technology in classrooms, study rooms, and the testing center in the Cruzen-Murray Library. This position receives (catalogs) and invoices all books and media that are added to the Library's collections and assists the eServices Librarian in the maintenance and development of the library's online resources.

The Library Technology Coordinator position requires a high level of customer service and the ability to effectively interact with a diverse population. This position will have the opportunity to assist the eServices Librarian in the maintenance and development of the library's online resources including, but not limited to, the OCLC WorldShare Management System (WMS). As a member of the library team this position will assist in establishing and evaluating library policies, procedures, and workflow and increasing the quality and efficiency of library services.

The successful candidate will have experience using the Microsoft Office suite, and be comfortable learning new technologies, systems and/or online services. They will need to be detail-oriented, self-motivated, and possess strong organizational skills. They will have obtained an Associate's degree or have an equivalent combination of education and related experience.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of their employment without sponsorship from The College of Idaho. A current valid driver's license is also required and candidate must be vehicle insurable.

The College of Idaho offers competitive benefits including tuition waiver for dependents, health insurance, retirement plan with employer match after one year of employment, generous paid time off, free access to on-campus fitness centers, and free admission to campus events.

A complete application will include a current résumé, cover letter addressing qualifications for the position and a description of the skills and experience you have that will contribute to your ability to successfully work in a diverse campus community. Please also include the names and contact information of three (3) references, two (2) management and one (1) professional to hr@collegeofidaho.edu. *Application review will begin immediately.* Applications will be accepted until suitable candidates are selected.

With over 125 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is an [inclusive community](#) of exceptional learning that challenges the ambitious and forges pathways to success and purpose.

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