POSITION TITLE: NIGHT LIBRARY TECHNOLOGY SPECIALIST

JOB CLASS: Staff
SUPERVISOR: Head of Public Services

CLASSIFICATION: Full Time
LOCATION: DeLand

SUPERVISORY: No
DEPARTMENT: Library

POSITION OVERVIEW:
Under the supervision of the Head of Public Services, the Library Technology Specialist is responsible for supporting student, faculty, and staff technology needs in the library in the evenings until the library closes. The Technology Specialist will also be expected to assist the Night Circulation Supervisor with general tasks related to evening library services. Must be a team player dedicated to excellent customer service and have strong computer and technology skills

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
The qualifications and skill requirements for this position include:

Work involves critical thinking, independent judgment, and discretion. Requires an individual who is detail-oriented, self-motivated, goal and task-oriented, with highly effective interpersonal and communication skills. Required: Bachelor’s degree and demonstrated competencies with a variety of technologies.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
The essential job functions and responsibilities:

Assists patrons with, and troubleshoots the use of, computers, printers, copiers, and scanners. Manages the hardware and software and assists students in the Library’s Innovation Lab, including maintenance of 3D printers and other emerging technologies in the evenings. Ensures that the public, faculty, and staff workstations in the library are operating at their peak performance, including the coordination of all hardware/software issues. Collaborates with the daytime Library Technology Specialist to assist on special projects. Communicates technology related issues to the daytime Library Technology Specialist and the Library Systems Team. Stays current with library and emerging technologies. Assists the Night Circulation Supervisor with the functioning of the Circulation Department, including participating in staffing the front desk, assisting with closing the library, working with the library’s computer system, and handling numerous circulation-related transactions. Answers questions from students, faculty, and staff about library policies and procedures. Works with the Night Circulation Supervisor to help supervise student assistants. May occasionally fill in on other shifts.
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APPLICATION PROCEDURE: Please submit a letter of application, which addresses the qualifications, a resume, and/or application with names, addresses and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources, 421 N. Woodland Blvd., Unit 8327, DeLand, FL 32723. FAX: 386-822-7562 EMAIL: humres@stetson.edu. Complete application, available online.

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