



Job Specification

Job Title: Library Media Coordinator
BCAT Code: 401X AG
Pay Grade: G09

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

Job Description

Coordinates media resources, equipment, and activities at GSU library. This includes use of microfiches, microfilms, computers, scanners, in documenting library resources.

Job Duties/Responsibilities

- Oversees library media resources, equipment, and activities
- Determines the media resource required for documenting library resources.
- Assists students, staff, and faculty in conducting research using available library media resources.
- Ensures the operational functionality of library media resources and equipment.
- Scans and retrieves documents into and out of media resources and equipment.
- Conducts routine audits of media resources and equipment.
- Assists with special library projects.
- Updates knowledge on new and forthcoming media technologies.
- Assigns media resources and equipment to students, staff, and faculty.
- Performs other media coordination duties assigned.

Knowledge, Skills, and Abilities

- Knowledge of library media resource and equipment, library processes, and procedures.
- Knowledge of automated systems and software (spreadsheets, word processors, presentations, graphic design, educational software, microfiches, microfilms, computers, scanners and databases).
- Ability to multi-task, pay attention to detail, provide library tours, and exhibit excellent customer service.
- Effective time management and organizational skills.
- Ability to communicate effectively verbally and in writing.

Minimum Hiring Standards

Bachelor's degree; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.