



HARRIS-STOWE STATE UNIVERSITY

POSITION VACANCY NOTICE

LIBRARY COMPUTER TECHNICIAN

Harris-Stowe State University has an opening for a full-time Library Computer Technician in its AT&T Library and Technology Resource Center. This person would be responsible for to assist in the operation of library computer network, digitization and university library.

Primary responsibilities:

- Assists in the operation/maintenance of the university computer network.
- Assists staff and students with use of various technology.
- Works with staff to provide training on use of university computers and programs.
- Attends training sessions and workshops to keep knowledgeable of system maintenance and latest resources.
- Assists Library Staff in maintaining a positive learning environment.
- Assists students and staff in locating learning resources through the use of on-line catalogs, indices, technology and media.
- Assists in troubleshooting issues related to hardware, operating systems and applications.
- Perform related duties as assigned.

Qualifications:

- Associate's degree required.
- Knowledge of and ability to operate a variety of media equipment including but not limited to computers, video conferencing equipment, A/V equipment and digitization equipment.
- Proficiency and experience in computer use; knowledge of basics of a local area computer network.
- Knowledge, training and/or experience in library practices and procedures.
- Knowledge of basic clerical practices and procedures and operation of common office equipment including scanners, proficiency as a typist. Knowledge with MOBIUS database/interface.
- Ability to work effectively with immediate supervisor, staff, students and public.
- Ability to follow oral and written directions; ability to use independent judgment.
- Ability to multitask and assist in instructing as needed.
- Provide assistance when needed.
- Some weekends and evenings are required.

Accountabilities:

- Have high quality interpersonal skills and able to work with students/staff.
- Resolve technical issues with PC's, laptops or other peripheral devices. This will involve having a good working knowledge of:
 - a. Microsoft operating systems/Common office applications

- b. PC software
- c. Common peripheral devices such as printers, scanners, etc.
- d. Internet Technologies
- This may require transporting equipment/heavy lifting.
- Be able to work on your own initiative.
- Provide assistance when needed.
- Some weekends and evenings are required.

Only complete applications will be accepted.

Applicants should submit a cover letter summarizing their qualifications and experiences, resume, university employment application and official transcripts to:

**Harris-Stowe State University
Office of Human Resources
3026 Laclede Avenue
St. Louis, MO 63103
FAX: 314-340-3395**

Applications may be downloaded from our web site www.hssu.edu

“Please No Phone Calls”

Due to the large number of applications submitted and the high volume of applicant inquiries we receive regarding the status of applications, we are unable to accept phone calls or walk-in inquiries regarding applicant status.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER