

# Library-Technology Specialist

## **Responsibilities:**

- Select, order, maintain, and disseminate information in the library and virtual classroom to all faculty and students;
- Teach faculty and students how to use the resources available in the library and provide support for class projects and research;
- Teach faculty and students how to use instructional technology applications;
- Keep current with information, publications, technology, and formats used in the library;
- Maintain library records including: circulation, purchases, patrons, classes, and online access;
- Generate reports for budgeting, yearly statistics, needs assessment and other areas as needed;
- Give book-talks for classes, individual students, faculty, and staff;
- Participate in professional development opportunities to stay current in the field.

## **Qualifications:**

- BA or BS degree in related field; Masters of Library Science degree, preferred;
- Demonstrated technology proficiency;
- Demonstrated strong oral and written communication skills;
- Ability and willingness to travel;
- Demonstrated ability to interact with students, parents and administrators;
- Experience working with urban school population as well as faculty and staff;
- Excellent communication and interpersonal skills.