1. Department/Area: Sanford Media Resource & Design Center
   College/School/Division: Univ. Lib.
   Proposed Date for Appointment: 08-01-2008

2. Position Title: Media Services Coordinator (Librarian)

3. POSITION SUMMARY: Describe primary duties and responsibilities. The Media Services Librarian is responsible for the administration, operation, services, and outreach programs of the R & D Lab. This includes hiring, training, supervising, and evaluating two staff persons and student assistants. The Media Services Librarian provides professional and technical expertise to students in all areas of creative media planning and production. Also, the Media Services Librarian works closely with the Office of Library Technology in selecting and maintaining Lab hardware and software.

   The Media Services Librarian encourages staff development and, as appropriate, provides programs relating to digital media for library staff. In addition, the Media Services Librarian is knowledgeable about academic and research programs, legal issues related to copyright and fair use, curricular and user needs, and trends in librarianship and digital media in order to effectively serve the student population. As a tenure track faculty member, the Media Services Librarian serves on Libraries and University committees and engages in professional development and research.

4. MINIMUM QUALIFICATIONS: Indicate the level and field of education, amount of prior related work/instructional experience, special knowledge, research/publication record, certification, etc. that candidate must have to qualify for the position. A Master's degree in Library Science from an ALA accredited institution, or a terminal degree in Instructional Technology, Educational Media, or other related field; excellent communication, interpersonal, and team skills. Demonstrated initiative, flexibility, adaptability, and commitment to service and learning. Experience working with a variety of media software, e.g., video and audio format conversion, image editing, page design/layout, music editing, vector drawing, photo and data manipulation, and interactive web tools. Ability to work effectively in a research university setting. Potential to meet University requirements for promotion and tenure.

5. PREFERRED QUALIFICATIONS: Indicate any other education, experience, skills, etc. that would be important considerations for ranking among qualified candidates. A Bachelor's degree or significant coursework in cinema, broadcasting, iinstructional technology, or an allied field. Supervisory or teaching experience.