



UNIVERSITY of
LOUISIANA
L A F A Y E T T E

STAFF VACANCY

POSITION: IT Coordinator
EEO# LB 7-15

RESPONSIBILITIES:

The IT Coordinator position reports to the Assistant Dean of Technical Services. The position will maintain a working knowledge of operating systems, applications software, networking software, and library equipment and library software found in both staff and public environments; promptly respond to staff calls for help, troubleshoot, and solve hardware and software problems found in both staff and public environments. Maintain equipment inventory. Setup and takedown of AV equipment such as laptops and digital projector. Work with administration and other departments to implement a successful IT plan, and recommend policy and procedures for use of computers and computer systems; Act as liaison with university IT, automated systems vendors, hardware and software vendors and telecommunications vendors. Serve on designated library and university committees. Maintain record of software licensing and expiration of said licenses; Maintain record of hardware warranties and expiration of said warranties; Keep current in all new technological procedures, processes and equipment; Manage the logistics of 3 patron-serving computer labs; including software support, hardware support, supplies, and repairs. Recruit, train, and supervise patron-serving 25 staff for computer labs. Prepare annual report. Responsible to perform other duties as required or needed.

QUALIFICATIONS:

Bachelor's degree in information technology, computer science or a related field and two (2) years of experience in Information Technology. Must possess excellent interpersonal, oral and written, analytical, and organizational skills and be able to communicate and collaborate effectively with other library and university departments. Ability to be timely in responding to requests. Ability to be flexible, to use time wisely and to perform duties in a professional manner. Willingness to help others accomplish their objectives. Ability to demonstrate a positive attitude towards co-workers and job duties.

UNIVERSITY AND COMMUNITY:

The mission of the University of Louisiana at Lafayette is to offer exceptional education informed by diverse world views striving to develop innovative leaders who advance knowledge. The Southern Association of Colleges and Schools Commission on Colleges accredits the University, which offers undergraduate and graduate degrees in the arts, sciences, and professional programs. The University is a public research university with high research activity, an enrollment of over 18,000 students and 800 faculty members. UL Lafayette is the largest of nine universities in the University of Louisiana System. The University offers degree programs in 55 undergraduate disciplines, 15 post-bachelor certificates, seven graduate certificates, the master's degree in 28 disciplines and the doctorate in 10 disciplines. Additional information about the University is available on the University's webpage at <http://louisiana.edu/>

The core values of the University include: equity, integrity, intellectual curiosity, creativity, tradition, transparency, respect, collaboration, pluralism, and sustainability.

UL Lafayette consists of nine degree-granting units: Arts, B.I. Moody III College of Business Administration, Education, Engineering, Graduate School, Liberal Arts, Nursing and Allied Health Professions, Ray P. Authement College of Sciences, and University College.

The University Library has a faculty of 17 and a support staff of 35. Additional information about the Library is available on the Library's webpage at <http://library.louisiana.edu>.

Located midway between New Orleans and Houston, Lafayette is the heart of Louisiana's Acadian-Creole region. The city of over 126,000 is part of the Lafayette-Acadiana area, which has a total population of 616,000 and is one of Louisiana's fastest-growing metropolitan areas. Lafayette serves as the base of Louisiana's offshore oil industry, as well as the financial, retail, and medical center for South-Central Louisiana.

SALARY: Commensurate with experience.

STARTING DATE: Negotiable, but anticipated for June 1, 2016.

APPLICATIONS:

Letter of application, résumé, and the names and contact information of three references must be received at the University of Louisiana at Lafayette by May 15, 2016, or until position is filled, and should be directed to:

Dr. Charles W. Triche, III
Dean of University Libraries
University of Louisiana at Lafayette
PO Box 40199
Lafayette, Louisiana 70504 or ctriche@louisiana.edu

The University of Louisiana at Lafayette does not discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation, or disability in admission to, access to, treatment in, or employment in its programs and activities as required by Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Age Discrimination Act of 1975, the Equal Pay Act of 1963, Title IX of the Education Amendments of 1972, Executive Order 11246, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the 1990 Americans With Disabilities Act. - See more at: <http://personnel.louisiana.edu/employment-opportunities/policy-nondiscrimination>