



STAFF VACANCY

POSITION: IT Systems Specialist

EEO# LB 7-16

RESPONSIBILITIES:

The IT Systems Specialist position reports to the IT Coordinator. The position serves as the backup LOUIS consortium system administrator for the Library; assists in management of ILS modules and software, helps maintain all software upgrades; responds to problems and questions; provides leadership and support for library personnel. Attend all LOUIS system administrators' meetings; training/sharing sessions; and state, regional and national conferences. The position serves as the Library's web site administrator and primary Web Ambassador, including assessment, training, and troubleshooting. Serve as administrator for selected library applications, (i.e. Moodle, Library Listserv). Maintain a working knowledge of library systems, software, and equipment throughout the Library; keep current in all new technological developments, issues and opportunities, including migrations and upgrades. Promptly respond to staff calls for help, troubleshoot, and solve hardware and software problems found in both staff and public environments. Serve on designated library and university committees. Responsible to perform other duties as required or needed.

QUALIFICATIONS:

Bachelor's degree 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 18 and a support staff of 36. 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.

ANTICIPATED STARTING DATE: Negotiable, but anticipated for July 1, 2017.

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 June 1, 2017, 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 ctrice@louisiana.edu

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