

**MICHIGAN TECHNOLOGICAL UNIVERSITY
CLASSIFICATION DESCRIPTION**

Job Title: DIGITAL STUDIO COORDINATOR
Department: J. ROBERT VAN PELT LIBRARY
Salary Guideline: MINIMUM \$22,725 – MAXIMUM \$39,904 (PAY GRADE 590)
Exempt (Y/N): NO
Supervisor: HEAD OF REFERENCE, INSTRUCTION, AND GOVERNMENT DOCUMENTS

SUMMARY: Support use of the library's Digital Studio by students, faculty, and staff. The Digital Studio is a multimedia facility that includes hardware and software for manipulating text, images, sound, and data.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assist users of the Digital Studio.
Write paper and web-based tutorials for users of the Digital Studio's software and hardware.
Provide individual and group instruction in use of the Digital Studio.
Work with reference and instruction librarians to develop online tutorials.
Troubleshoot Digital Studio software and hardware.
Train Digital Studio student assistants.
Maintain Digital Studio web pages.
Work with library systems staff to install, maintain, and upgrade software.
Document problems, questions, practices, and procedures.
Keep records of use and materials consumed. Develop cost recovery methods for materials consumed.
Write schedules and reports.

SUPERVISORY RESPONSIBILITIES: Functional supervision is exercised over student assistants.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

REQUIRED:

Associate's Degree or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

Three years customer service or comparable experience.

Two years program/service administration or comparable experience.

Four years experience using personal computers and basic software packages.

DESIRABLE:

Bachelor's Degree or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

Experience troubleshooting networked Windows/Intel computers, peripherals, and software.

Experience with Microsoft Office, Adobe Creative Suite, and other multimedia software.

Experience with ESRI ArcGIS (geographic information systems) software and datasets.

Experience with statistics software and datasets.

Experience providing group instruction.

Experience working with diverse student populations. Diversity may be defined by cultural background, ethnicity, age, gender, disability, learning style, and life style.

OTHER SKILLS AND ABILITIES:

REQUIRED:

Excellent communication and interpersonal skills.

Commitment to continued learning in fields applicable to the Digital Studio's function.

Demonstrated ability to work effectively in a collaborative team environment.