

**LRC TECHNICAL ASSISTANT / COMPUTER TECHNICIAN / BOOKSTORE
DIRECTOR, HEALTH SCIENCE CENTER**

GENERAL STATEMENT:

Serves to manage the health science center's learning resource center, computer network, and bookstore.

REPORTS TO:

Provost, Health Science Center

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED; Associate degree in Computer Science or related field.

**LICENSE OR
CERTIFICATION:**

None

EXPERIENCE:

At least two (2) years experience working in a library and with computer hardware & software. Type 45 wpm with accuracy. Working experience with operating systems and current software applications (Microsoft Office 2003, Windows XP).

OTHER:

Knowledge of library management; Ability to use all office and media center equipment; Computer literacy; Ability to troubleshoot computer problems and perform minor repairs; Personal appearance, conduct, and interpersonal skills acceptable for working with staff/public; Able to follow through on instructions, set priorities, be organized, and complete daily responsibilities independently.

DUTIES AND RESPONSIBILITIES:

- **LRC TECHNICAL ASSISTANT:**
 - Act as liaison between the Health Science Center and the Director of Learning Resources.
 - Attend meetings of campus librarians to represent Health Science Center LRC needs.
 - Monitor the circulation desk as required, check out books, dispense reserve materials, and assist students and faculty with reference requests and location of materials.
 - Assist in training of student assistants and library technical assistant and delegate work responsibilities to those assistants.
 - Provide assistance to the faculty, students, and staff with the operation of media equipment/computers and production of transparencies.
 - Maintain library records and files, including records of library/media usage, library fine list, lists of books sent to Athens for processing and lists of holdings to be deleted from the main list, etc.
 - Chair the health science center library advisory committee.
 - Assist faculty and HSC Provost with purchase of library holdings and deletion of holdings when appropriate.
 - Assist with the medical terminology course.
 - Participate on the health science center resource committee.
 - Assist in research projects for students, faculty, and administration.

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- Process interlibrary loan requests when applicable.
- Maintain reserve collection and create new book lists for faculty. Withdraw outdated materials.
- Complete inventory as needed.
- Assists students, faculty, and administrators with reference requests and/or location of materials.
- Perform routine tasks related to the area of quality enhancement.

- **COMPUTER TECHNICIAN:**
 - Assist IT Services with network computers/software.
 - Responsible for troubleshooting and maintenance of PCs in the computer lab, media center, skills lab, smart classrooms, and LRC.
 - Responsible for troubleshooting and maintenance of faculty and staff's computers.
 - Install software and software updates on all computers.
 - Maintain inventory of computer equipment and notify HSC Provost when PC's need to be replaced according to IT schedule.
 - Assist students in computer laboratories as needed.
 - Provide support services to HSC faculty, both full-time and part-time.
 - Assist the network administrator in servicing and maintaining the TVCC network at its point of origin on the Health Science Center
 - Maintain Deep Freeze on all student PC's.
 - Maintain an inventory of audiovisual and computer software resources for the health science center and distribute information to faculty.
 - Manage health occupations division test bank and test scoring system.
 - Orient staff to test bank and test scoring system.
 - Copy test and send appropriate test to distance sites.
 - Schedule and administer HESI A² exam for the HSC.
 - Submit and maintain class rosters for HESI case studies.
 - Administer computerized testing for ADN and VN classes.
 - Work with faculty concerning software and the use of computers in their classes.
 - Maintain supplies and equipment for the HSC faculty, staff and computer labs.

- **BOOKSTORE DIRECTOR:**
 - Maintain a cash register to receipt money for book/syllabi sales, continuing education registration, vending, and LRC fines.
 - Balance cash register daily and make deposits weekly or as needed.
 - Maintain merchandise displays.
 - Assist in maintaining good public relations with students, faculty, staff and work closely with Athens bookstore.
 - Conduct bookstore inventory as needed.
 - Work with Athens bookstore manager to maintain adequate supplies and textbooks.

- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May require irregular evening and weekend hours.
- Must be able to lift and carry 30 lbs 50 feet.
- Must be able to climb a ladder and work at ceiling heights.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 9/1/07

JD207A