

LRC SPECIALIST, HEALTH SCIENCE CENTER

GENERAL STATEMENT:

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

REPORTS TO:

Provost, Health Science Center

OCCUPATIONAL GROUP:

Secretarial/Clerical

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED; Associate degree preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

At least two (2) years experience working in a library preferred. Type 45 wpm with accuracy. Working experience with operating systems and current software applications.

OTHER:

Knowledge of library management preferred; Ability to use and troubleshoot computers and office and media center equipment; Computer literacy; Good public relations skills. Ability to work as a team member with coworkers; Ability to follow through on instructions, set priorities, be organized, and complete daily responsibilities independently. Ability to train and instruct other preferred.

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.
- Supervise and train 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.
- Follow and help enforce LRC policies and procedures
- Receive requests for materials from faculty and verify author, title, publisher, and date.
- Assist students using online databases.
- Assists students, faculty, and administrators with reference requests and/or location of materials.
- Maintain LRC records and files.
- Assist faculty and HSC Provost with purchase of library holding and deletion of holdings when appropriate.
- Participate on the health science center resource committee and library/textbook committee.
- Assist in research and assigned LRC projects for students, faculty, and administration.
- Process interlibrary loan requests when applicable.
- Maintain reserve collection and create new book lists for faculty.
- Assist with annual inventory.
- Take initiative for improvement of LRC functioning.

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COMPUTER TECHNICIAN/TESTING COORDINATOR:

- Assist IT Services with network computers/software.
- Assist with troubleshooting HSC computers, laptops and iPads.
- Assist with inventory of computer equipment.
- Assist students in computer laboratories as needed (including ExamSoft, Blackboard, and Evolve resources).
- 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 tests and distribute as needed.
- Schedule and administer HESI A² exam for the HSC.
- Administer computerized testing for ADN, VN and SGT classes.
- Work with faculty concerning software and the use of computers in their classes.(i.e. Turning Technologies).
- Assist with troubleshooting attendance program as needed.
- Maintain supplies and equipment for the HSC faculty, staff and computer labs.
- Prepare detailed reports for Provost on ADN HESI results.
- Assist with collecting data for LEAPS reporting as needed.

BOOKSTORE DIRECTOR:

- Maintain a cash register to receipt money for book/syllabi sales, continuing education registration, vending, and LRC fines.
- Balance cash register 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.

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

All TVCC positions are security sensitive and require a criminal background check.

Approved: 9/1/07

Revised: 4/19/2017

JD207A