Job Title: Library Media Coordinator

BCAT Code: 09IX18
Pay Grade: G09
FLSA Status: Exempt

Effective Date: April 1, 2007
Effective Date: July 1, 2013

Job Description
Coordinates media resources, equipment, and activities at the Georgia State University (GSU) Library, such as the use of microfiches, microfilms, computers, scanners, documenting Library resources.

Job Duties/Responsibilities
- Oversees the Library media resources, equipment, and activities.
- Determines the media resource required for documenting Library resources.
- Assists students, staff, and faculty in conducting research using available Library media resources.
- Ensures the operational functionality of Library media resources and equipment.
- Scans and retrieves documents into and out of media resources and equipment.
- Conducts routine audits of media resources and equipment.
- Assists in special Library projects.
- Keeps up-to-date on new and forthcoming media technologies.
- Assigns media resources and equipment to students, staff, and faculty.
- Performs other media coordination duties assigned.

Knowledge, Skills, and Abilities
- Knowledge of library media resources and equipment, library processes, and procedures.
- Knowledge of automated systems and software, such as spreadsheets, word processing, presentations, graphic design, educational software, microfiches, microfilms, computers, scanners and databases.
- Effective time management and organizational skills.
- Ability to multi-task, pay attention to detail, provide library tours, and exhibit excellent customer service.
- Ability to communicate effectively verbally and in writing.

Minimum Hiring Standards
Bachelor’s degree; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.