**Loyola University New Orleans**

**Job announcement: Media Services Specialist, Monroe Library**

**Full-time Staff, Exempt**

The Loyola University New Orleans Monroe Library is seeking to fill the position of Media Services Specialist. This position is responsible for providing audio-visual support, training, and delivery of instructional technology to faculty, staff, and students throughout the university. This position communicates daily with users regarding their requests for meeting rooms and equipment and coordinates with Media Services staff and student workers to provide equipment delivery and setup. This person oversees media equipment installation, repair, and maintenance in the library as well as in classrooms and meeting rooms throughout campus. The Media Services Specialist provides web conferencing services, and maintains up-to-date equipment, supply, and issues lists and inventories.

To learn more about the Monroe Library, please visit <http://library.loyno.edu/>

**Required qualifications:** Bachelor’s degree; three years of experience with audio-visual systems and other instructional technologies; strong technical knowledge and experience using computers and mobile devices for a variety of functions including online reservation systems, word processing, creating and maintaining spreadsheets, image scanning, document sharing, and email communication; knowledge and understanding of various image and video file types and how to convert them; excellent interpersonal, communication, and writing skills, with clear evidence of ability to interact effectively and cooperatively with faculty, staff, and students. Strong customer service orientation; ability to work productively in a team environment; skills and experience in project planning and implementation in a service environment; excellent personnel management skills; demonstrated ability to train users at all levels in the application of new technologies to enhance teaching, learning, and research.

**Additional Desirable Qualifications:** Experience with WebCheckout reservation system or other resource scheduling software; Experience with media production, audio production, and image editing applications;Experience working in an academic library; Experience with web conferencing software such as Zoom, Skype, Google Meets, Blackboard Collaborate, or Adobe Connect.

**Physical Requirements:** Physical ability to complete above duties with or without physical accommodations;May require lifting and carrying equipment up to 30lbs, bending and stooping to reach and troubleshoot equipment.

**How to apply:** For consideration, please submit your cover letter and resume to: resumes@loyno.edu .

Please indicate the title of the position in the subject line of your email.

For more information regarding employment, please visit <http://finance.loyno.edu/human-resources/staff-employment-opportunities>

Loyola offers an excellent benefits package including generous tuition benefits for full-time employees and their dependents. For more information regarding Loyola benefits, please visit <http://finance.loyno.edu/human-resources/benefits>

**About us:** Loyola University New Orleans, a Jesuit and Catholic institution of higher education, welcomes students of diverse backgrounds and prepares them to lead meaningful lives with and for others; to pursue truth, wisdom, and virtue; and to work for a more just world. Inspired by Ignatius of Loyola's vision of finding God in all things, the university is grounded in the liberal arts and sciences, while also offering opportunities for professional studies in undergraduate and selected graduate programs. Through teaching, research, creative activities, and service, the faculty, in cooperation with the staff, strives to educate the whole student and to benefit the larger community.

Loyola University is an Equal Opportunity/Affirmative Action employer.