

Posting Number:	0600769
Classification Title:	University Library Specialist
Working Title:	Visual Resources Manager
Position Number:	022381
Department:	Art - 265050
Minimum Qualifications:	<p>Graduation from a four-year college or university and one year of experience in a library or archives and/or records management; or high school and five years of experience in a library or archives and/or records management; or equivalent combination of training and experience.</p> <p>Degrees must be received from appropriately accredited institutions.</p>
License/Certification Required:	
Preferred Qualifications:	<p>Requirements: BA degree (MA/MSLIS/MFA preferred) and at least three years experience in digital arts and visual asset management. The successful candidate will also have a strong background in Digital Art, Art History and/or Library and Information Science. Permanent, full-time position, with competitive salary and benefits. Additional adjunct teaching possibilities may exist for qualified candidates.</p>
<i>Brief Description of Work for this Position:</i>	<p>The Visual Resources Manager maintains and administers all aspects of the Department of Art's Visual Resources Collection including digital recording of new materials and cataloging material into appropriate database files. The Visual Resources Manager assists faculty and students in researching, locating and acquisition of visual material associated with classes. The position also supervises and maintains all class-related digital arts resources including audio-visual equipment, digital labs and printers. Works with faculty, staff and students to locate visual material related to classroom and studio activities. Instructs faculty and students in appropriate use of database resources and audio-visual equipment. Works with Department and University staff to ensure timely and effective administration of budget and purchasing related to visual resources and digital arts. Performs other related duties as required.</p> <p>The Visual Resources Manager supervises all aspects of digital arts support services for the Art Department. Includes management of digital arts slide databases (ARTstor, Slideroom and MDID) as well as non-digital slide and video archives. Provides digital services including scanning and cataloging of visual assets, digital arts training and technical support to staff and faculty. The VRM also supervises all audio-visual services, maintains and calibrates digital printers used in studios and classrooms, as well as supporting the digital arts computer labs' equipment and software. Works closely with faculty, staff and students to provide support for studio and classroom related digital arts operations.</p>
Physical Demands of Position:	limited lifting - sitting at a computer desk for extended periods of time

Type of Position:	Permanent Full-Time
<i>Critical/Essential Staff:</i> "In accordance with Appalachian State University's Critical and Essential Staff Policy", this position has been designated as critical to the operations of the university.	No
Number of Months Per Year:	12
Work Schedule/Hours: (i.e. Mon-Fri, 8:00-5:00 pm, etc.)	Monday - Friday, 8:00 am - 5:00 pm

Overall Competency Level:	Journey
Salary Range:	
Hiring Range:	\$29,669 - \$49,111
List required essential competencies to successfully perform the job duties:	<p>Works with students, staff and faculty to optimize visual resources and digital arts support. Collects information, investigates and directs client/patron to appropriate source for help or information. Develops schedules and plans for training and updates to faculty staff and students as needed.</p> <p>Comprehensive knowledge in a specialized area. Specific expertise in visual assets data base management and cataloging.</p> <p>Comprehensive knowledge of current systems, technologies, and procedures used in the provision of information services; concepts of fair use, copyright law, state and federal public records law, and intellectual property rights.</p>

Department Information

Name of Immediate Supervisor:	Mike Grady
Supervisor's Title:	Chair, Art Dept

Posting Information

Posting Date:	05-25-2010
Closing Date:	06-11-2010
Special Instructions to Applicants:	Work experience or education that is NOT included on the application will NOT be considered when screening your application. Please include ALL work experience and education on the application to ensure that you receive the appropriate credit toward qualification for this position.

Salary Grade Equivalency: 68 (For employment/re-employment priority purposes)

Until career banding is implemented for all occupational families, employees in career banded classes will be assigned a grade equivalency only for promotional and reduction in force (RIF) reemployment priority purposes as stated in Section 2 of the State Personnel Manual. The grade is not a determining factor in establishing salary for career-banded employees.

Applicant Pool Preference:

(Only permanent North Carolina State Employees can apply for Internal postings)

External

Appalachian State University is an Equal Opportunity/ Affirmative Action Employer.

Appalachian State University has a strong commitment to the principles of diversity and inclusion, and to maintaining working and learning environments that are free of all forms of discrimination.