

**Department of Art
California State University, San Bernardino**

Job Title: Visual Resources Specialist I
Job ID: 378
Location: CSU San Bernardino (main campus)
Full-time/Part-time: Full-Time
Regular/Temporary: Regular
Status: Probationary, non-exempt position
Salary: \$3,014 to \$4,524 per month
Work Schedule: To be arranged (Monday through Friday)
Application Deadline: **This position will remain open until filled.**

Major Duties

Under general supervision of the Art Department Chair, the incumbent will administer the Visual Resources Center (VRC), which includes a collection of 8,000 digital images, 75,000 slides, books, periodicals, videos/DVDs, and Student Study Center, which includes computer workstations, study area, and audiovisual equipment. The incumbent will oversee the intellectual, administrative, instructional and technical activities associated with the collection, including planning, policy-making, and implementing procedures. The incumbent will acquire or produce visual materials to improve collection, and catalogue visual materials according to accepted visual resource standards and practices; through collaboration with faculty, develop and maintain online course study pages; and provide reference services, such as user orientations and workshops. The incumbent will evaluate, develop and maintain computer and technological applications and equipment; and maintain VRC website. The incumbent will administer the VRC budget; oversee use of departmental audiovisual and multimedia equipment; and hire, train and supervise student assistants.

Qualifications

Applicants must possess the equivalent to a Bachelor's Degree in Art History, Library and Information Sciences, or related field, along with a minimum of two years related visual resource collection, curatorial, library or teaching experience. Or, the equivalent to a Master's Degree in Art History or Library Science with applicable courses in Art History and one year of related visual resource collection, curatorial, library or teaching experience. Applicants must possess a comprehensive knowledge of library cataloging and circulation practices, along with a comprehensive knowledge of the history of art and design. Applicants must have experience with digital image production and web site design and maintenance along with experience with collection automation and data management software, such as EmbARK, Filemaker Pro, and Excel. Applicants must be familiar with copyright issues related to visual resources management. Applicants must have knowledge of conservation issues and strategies. Applicants must have strong written and oral communication skills and the ability to communicate clearly and work effectively and enthusiastically with a diverse community of faculty, students, administrators and staff.

Apply online at: <https://mycoyote.cms.csusb.edu/mycoyote/hr/index.html>

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