LaGrange College is seeking a **Library Technology Applications Assistant**. The position is a two-year, part-time (24 hr/week) appointment. This is an excellent opportunity for someone studying information science to gain experience in an academic setting while pursuing a graduate degree.

**Minimum Qualifications:**

B.A. or B.S. degree and currently enrolled or accepted in a master’s program in library science, information science, or instructional systems technology. Experience working in a library and knowledge of A/V equipment and media-file formats is a plus. Strong computer skills and training or experience integrating technology applications in learning environments are essential.

**Job responsibilities may include:**

- Facilitating advanced technology applications such as video conferencing, lecture capture, class response systems, and the use of SMART board or SYMPODIUM systems.
- Assisting librarians with library instruction for Freshman Cornerstone Classes.
- Managing the technology-reservations calendar.
- Training faculty and students in use of advanced technology systems and their integration into the classroom learning experience.
- Collaborating with librarians to produce LibGuides (Research Guides) for various topics.
- Assisting students with information needs at the Reference Desk and/or at the Circulation & Reserve Desk.
- Producing statistics on resource uses and creating marketing materials.
- Maintaining and updating equipment and software.

**Other responsibilities may include:**

- Assisting with collection development projects.
- Advising and assisting with redesign of the library home page.
- Collaborating with librarians on special projects.

**Occasional nights or weekends may be required, but a flexible schedule four days per week would be the expected norm. The position begins mid-July or early-August and the hourly rate of pay is $15.00 per hour.**

Located one hour southwest of Atlanta, LaGrange College is a four-year liberal arts and sciences college offering 54 academic, pre-professional, and professional programs. Home to more than 1,000 students and affiliated with the United Methodist Church, the College is ranked regionally in the top 10 as one of three "up and coming" schools among Southern comprehensive colleges by U.S. News and World Report.

**To Apply:** To apply, submit a cover letter, resume and contact information for three references to dcoker@lagrange.edu. The review of applications will begin immediately and continue until the position is filled.