

Coordinator of Computer Lab/Library - System Manager  
Tuskegee University

Direct Link: <https://www.AcademicKeys.com/r?job=149824>

Downloaded On: Feb. 26, 2021 7:53pm

Posted Nov. 18, 2020, set to expire Mar. 20, 2021

<b>Job Title</b>	Coordinator of Computer Lab/Library - System Manager
<b>Department</b>	
<b>Institution</b>	Tuskegee University Tuskegee, Alabama
<b>Date Posted</b>	Nov. 18, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator Director/Manager
<b>Academic Field(s)</b>	Library Information Technology
<b>Job Website</b>	<a href="https://www.tuskegee.edu/discover-tu/human-resources/staff-positions/coordinator-of-computer-lablibrary-system-manager">https://www.tuskegee.edu/discover-tu/human-resources/staff-positions/coordinator-of-computer-lablibrary-system-manager</a>

**Apply By Email**

**Job Description**

Posting Date: 1.31.2020 Posting End Date: 2.30.2020

Position: Coordinator of Computer Lab/Library System Manager  
Department: Library Services

Status: Full-time, exempt Location: Ford Motor Company Library

Special Qualifications

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In keeping with the President's commitment to Tuskegee University demonstrating "Excellence in Every Way," the ideal Coordinator of Computer Lab/Library System Manager will be able to assist in the daily operations and management of the Tuskegee University Library System and in alignment with the Office of the President.

### Essential Job Duties and Responsibilities

Work with Director of Library Services and Network Services in establishing guidelines, standard procedures and protocols for the smooth operation of the Computer Lab and maintenance of library's automated system

Establish and enforce security for the Computer Lab area, access to the university network, local network resources, software access, and instructional technology

Provide maintenance and support services for equipment in Computer Lab

Provide training and desktop assistance to users on the SyrisDynix software client and any training associated with software changes

Work with library staff in reviewing licenses, assisting with negotiations of new agreements and acquiring electronic resources for the library

Assist with the administration of the library's web page

Maintain supplies for lab equipment (e.g., paper, printer toner, etc.)

Stay up-to-date with the latest computer technology

Provide usage statistics from various systems and other related reports as requested by supervisors

Must be willing to work some nights and weekends as needed

Perform other related duties as assigned.

### Qualifications

Bachelor's degree in computer science, computer programming or a related discipline or combined work experience(s), training, and/or certifications equivalent.

Demonstrated expertise in working with desktop computers, and software applications

Ability to interact effectively with students and faculty

Prior experience in a University-wide computing environment

Ability to be flexible and capable of working successfully individually, as well as in teams

Experience with Windows OS

Working knowledge of current security best practices and trends

Excellent written and oral communication skills

### Salary



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Commensurate with education, training, and experience

\*\*The statements contained in this job announcement reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. \*\*

APPLICATIONS will be accepted in the Office of Human Resources. Each applicant, including all current/existing employees, must complete and submit a Tuskegee University employment application, resume/CV, three (3) letters of reference (with detailed contact information) and copies of unofficial transcripts (official transcript(s) will be required upon hire). Applicants must meet the minimum qualifications and submit a completed application packet in order to be considered for the position. The University reserves the right not to fill the position in the event budgetary or operational constraints.

Tuskegee University

Attn: OHR Employment/Recruitment

1200 West Montgomery Road

101 Kresge Center

Tuskegee, Alabama 36088

Email Address: [employment@tuskegee.edu](mailto:employment@tuskegee.edu) | Fax: 334.724.4319

Equal Employment Opportunity Employer-Male/Female/Veteran/Disabled

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact