

Library Assistant III, Streaming Media - Tisch Library
Tufts University

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Posted Dec. 14, 2020, set to expire Apr. 25, 2021

Job Title Library Assistant III, Streaming Media - Tisch Library

Department

Institution Tufts University

Medford/Somerville, Massachusetts

Date Posted Dec. 14, 2020

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Library

Job Website <https://tufts.taleo.net/careersection/ext/jobdetail.ftl?job=20001730>

Apply By Email

Job Description

Tisch Library supports Tufts School of Arts & Sciences and the School of Engineering, providing the services and resources to assist members of the Tufts community in their teaching, learning and research. Tisch Library provides collections, expertise, and technology-rich environments to support the creation and dissemination of scholarship. The Access Services Department ensures timely and effective access to library facilities and collections through its circulation, reserves, interlibrary loan and stack management services; in addition, it provides basic reference services and supports the printing/copying/scanning needs of library patrons.

Under limited supervision, the Library Assistant III, Streaming Media provides advanced library support and customer service for the Resource Sharing unit of Tisch Library. The Library Assistant III, Streaming Media provides access to streaming media for use in course management system to include copying optical media, converting video to multiple file types, uploading to and maintaining files on media server, creating embed codes, subtitling, captioning and uploading files to course management system. Hires, trains and supervises student workers to assist in workflow. Recommends changes to



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workflow processes, including equipment and software, to maintain and/or improve service. Assists as needed in interlibrary loan workflow. Provides support to main service desk.

Contact Information

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

Contact