Job Title: College Laboratory Technician – Library

Job ID: 14286

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

GENERAL DUTIES

Manages complex and technical library resources and provides expertise to students and faculty.

- Manages all complex and technical library digital resources, including personal computers, web servers, file servers, database servers, local area networks, distance learning applications, and the CUNY + Library System.

- Maintains the ALEPH 500 on-line library catalogue.

- Plans, develops, implements, and manages on-going support and maintenance for the Library’s technical infrastructure.

- Assists in writing purchase/bid specifications library-specific digital resources.

- Provides technical expertise and support for staff training and application of electronic library resources in classroom instruction, computer laboratories and distance learning programs.

- Coordinates the library interface with vendors/producers of electronic information, products and services.

- Performs related duties as assigned.

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CONTRACT TITLE

College Laboratory Technician

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

The Department of the Library of the College of Staten Island, a senior college of The City University of New York, seeks qualified candidates to fill the position of College Laboratory Technician (CLT), Evening and Weekend starting Fall 2016.

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and professional schools, with over 14,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate’s, bachelor’s, master’s and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous PhD degrees. CSI’s internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through
transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

Reporting to the Chief Librarian, the College Laboratory Technician will be responsible for the following:

- Install, maintain, deinstall, and relocate computer equipment, peripherals, and furnishings
- Troubleshoots and resolves hardware and software problems with high degree of proficiency.
- Assists with LAN/WAN and library systems servers.
- Supports routine PC and Mac hard disk imaging.
- Assists with maintaining accurate inventory records, including paper and online documentation of all repair work.
- Assists and advises library staff in the effective use of PC hardware and software.
- Assists students with common network login, access, and printer problems.
- Supervises part-time technical support staff. Participates in staff training and attends regular meetings with staff.
- Supports redesign of public computing spaces in collaboration with other library faculty and professional staff.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

High School Diploma with a minimum of four years related experience. Additional education may be used to meet the experience requirement: an Associate degree may be substituted for two years’ experience, and a Bachelor's degree may be substituted for four years' experience.

OTHER QUALIFICATIONS

Preferred qualifications:

- Possess a high familiarity with computers, including experience with basic Internet applications, troubleshooting network connectivity problems, and installing network and printing hardware on PCs and Macs.
- Attentive to an extremely high level of responsibility and customer service.
- Able to work independently and take initiative in providing assistance.
- Good interpersonal skills.
- Willingness to learn new applications and systems as necessary.
- Able to lift 40 pounds.
- Willing to carry a walkie-talkie.
- Willing to work Sundays through Thursdays, 2pm to 10pm.

COMPENSATION

Commensurate with experience.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.
HOW TO APPLY

To apply, please go to www.cuny.edu; select "Employment", "Search Job Listings," "More Options to Search for CUNY Jobs," then enter the Job ID# in the "Job Opening ID" field. Cover letter, resume and any additional supporting documents for candidacy must be submitted as one file.

CLOSING DATE

February 28, 2016

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.