EMPLOYMENT OPPORTUNITY
The University of New Mexico

LIBRARY INFORMATION SPECIALIST 2

Open Until Filled

REQUISITION #:	M50427	**POSITION TYPE:**	Full Time with Benefits
DEPARTMENT:	BUNTING VISUAL RESOURCES LIBRARY	**LOCATION:**	Albuquerque - Main
SALARY:	$11.59 minimum to $15.46 midpoint (Hourly)	**GRADE:**	08

Applications for this position must be submitted using eJOBS (http://ejobs.unm.edu), our online application/resume builder.

This posting will remain open until a qualified applicant is identified. In order to provide a minimum posting period, it will not be closed before Sep-16-2008. After this date, the department will continue to accept and review applications as long as the posting remains open.

Please refer to "To Apply" section below for additional application materials required.

POSITION SUMMARY: The Bunting Visual Resources Library provides digital and analog image collections in support of the programs of the College of Fine Arts and School of Architecture and Planning. The library is seeking a motivated and experienced candidate to join its staff. Duties include: customer service and assistance, digital image processing, digital file management, creation and maintenance of visual resource records using specialized databases, ordering library materials, supervision and training of student employees, and website maintenance.

MINIMUM QUALIFICATIONS: Bachelor's degree; at least 1 year of experience that is directly related to the duties and responsibilities specified.

OR

Successful completion of at least 60 college-level credit hours; at least 3 years of experience that is directly related to the duties and responsibilities specified.

If you are selected for this position, you will be required to present official transcripts, certificates, licenses, etc. as verification of your qualifications.

PREFERRED QUALIFICATIONS:

- Educational emphasis in history of art, architecture or related field
- Information/public service desk activities, preferably in a library setting
- Image capture techniques using both film based cameras and digital acquisition equipment
- Photoshop or other digital image processing software
- Microsoft Access or other complex relational database record creation
- File and record management techniques
- ARTstor or other image resource system
- Dreamweaver or other web authoring tools
- UNM P-card policies and procedures

CONDITIONS OF EMPLOYMENT:

- This position is represented by a labor union and is subject to the terms and conditions of the USUNM Collective Bargaining Agreement.

Refer to Job Description for Physical Requirements and Working Conditions.

TO APPLY: ALL APPLICATIONS FOR THIS POSITION MUST BE SUBMITTED VIA eJOBS, OUR ON LINE APPLICATION/RESUME SYSTEM. Go to eJOBS, http://ejobs.unm.edu to apply.

For assistance with our application process or help setting up your resume on eJOBS, please contact the Human Resources Service Center at (505) 277-MyHR (6947), visit fastinfo.unm.edu or come into our Human Resources Service Center, 1700 Lomas Blvd. NE Suite 1400, Albuquerque, NM 87131.

All eJOBS applications/resumes must be received no later than midnight Mountain Time on the day the posting closes.

Per the request of the department your ejobs application **MUST BE ACCOMPANIED BY A COVER LETTER AND A LIST OF PROFESSIONAL REFERENCES** at the time your application is submitted. The cover letter and list of professional references should be submitted through eJOBS with your application/resume.

Apply Online
Contact Us

Additional vacancies may be filled by qualified applicants from the pool generated by this announcement.
The University of New Mexico is an Equal Opportunity/Affirmative Action Employer and Educator.