Cisco College is accepting applications for the position of Library Technical Assistant II: Media Specialist, AEC. A minimum requirement for this position is previous library experience and some media equipment experience; an Associate’s degree is preferred. An applicant must have strong interpersonal and communication skills and have the ability to foster a cooperative work environment.

(Please scroll down to review the complete job description for the position.) The position will be based at the Abilene Educational Center of Cisco College. It is a 12-month position, plus benefits. The position will be posted until filled. Resume packages are received via email, fax, and USPS, but email is preferred.

**Please note:** A complete resume package must include a cover letter, completed and signed Cisco College Application, resume, and transcript. (Cisco College Application is located on the “Jobs” page of the website under “Forms” at [www.cisco.edu](http://www.cisco.edu).) Please ensure all required documents are included with your submission. Incomplete packages will be return unprocessed.

Please submit your resume package to:

Pam Page  
Director of Human Resources  
Cisco College  
101 College Heights  
Cisco, Texas 76437  
Office: 254-442-5121  
Fax: 254-442-5100  
pam.page@cisco.edu

Cisco College is an Equal Opportunity Employer
Job Title: Library Technical Assistant II: Media Specialist, AEC
Reports to: Abilene Center Librarian
Updated: November 19, 2014

Job Summary

Responsible to provide administrative support and assistance to the Abilene Center Librarian in offering public services to faculty, students and staff. This individual’s responsibilities will include media services, circulation and overseeing student assistants. A schedule of day and evening hours may also be required.

Staff members at Cisco College are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, staff is asked to demonstrate a commitment to the comprehensive role of the community college as stated in the college mission, and to cooperate and work harmoniously with College personnel and the public. All Cisco College employees are expected to follow college policies, rules, regulations, and guidelines that relate to the specific position.

Primary Duties

1. Schedules media equipment for Abilene Educational Center
2. Control media materials and equipment for Abilene Educational Center Library
3. Delivery and faculty instruction of equipment as requested
4. Responsible for media equipment inventory
5. Responsible for keeping media equipment in running order
6. Responsible for ordering and replace parts as needed
7. Responsible for recommending new purchases, repair or replacement of equipment as needed
8. Works closely with IT department to keep laptops and other computer equipment in working order and updated with specialty software as needed
9. Perform General Circulation Duties
10. Oversee student assistants
11. Oversee library computer lab
12. Other duties as assigned

Minimum Qualifications

1. Associates Degree
2. Previous library experience preferred; Media experience preferred
3. Effective verbal and written communication skills