

BOARD OF REGENTS
LOUIS: The Louisiana Library Network
Library Consortium Specialist (Part-Time)

The LOUIS: The Louisiana Library Network is located within the Board of Regents. LOUIS is a consortium of 47 public and private college and university libraries in the state of Louisiana. This partnership was formed in 1992 by the library deans and directors at these institutions, in order to create a cost-effective collaboration among the institutions for the procurement of library technology and resources. The individual appointed to this position will report to the LOUIS Business Affairs Manager.

Responsibilities include:

- Provide project support to LOUIS electronic resources, members services, business affairs, and communications staff
- Write technical documentation related to LOUIS services for the LOUIS support portal, email communications, and website in order to support staff at LOUIS member libraries
- Participate in projects to improve the consortium's web and social media presence
- Support business office processes such as arranging/reimbursements of travel, assisting with setup and facilitation of meetings both in person and virtually, receipt and handling of correspondence, paper and electronic
- Establish, maintain, and increase client satisfaction through professional and courteous service
- Document, track, and monitor problems to ensure a timely resolution using LOUIS support tools and effective communication with sites and the LOUIS team
- Understand how and when to redirect problems that require more detailed or onsite solutions
- Recognize persistent problems and bring to the attention of the LOUIS team

Minimum Qualifications:

- Baccalaureate degree with a minimum of one year of library experience
- Advanced knowledge of Microsoft Office Suite
- Valid Louisiana driver's license and ability to travel
- Fluency in English, written and verbal
- Ability to lift and carry at least 30 pounds

Preferred Qualifications:

- ALA accredited Master's degree candidate
- Experience in library website maintenance using a content management system such as LibGuides
- Experience providing support of and/or access to library resources
- Support of technology needs of multiple diverse clients using helpdesk software

Continuous review of applications will begin on February 11th, 2019. Interested applicants should send a cover letter and resume to bor.jobs@la.gov.