Position Summary:
The Media Services and Lab Coordinator is a member of the Technology Support Services (TSS) team in the Information Technology department. The Media Services and Lab Coordinator position would primarily work at the Media Services desk. Media Services provides many A/V items for checkout. The Media Services desk also provides support for the computer lab at the desk’s location. Media Services also sets up A/V for campus events and supports the A/V in the classrooms. This position would work closely with the Help Desk to ensure the student workers are tending to the computer labs.

Required Qualifications:
• Graduation from an accredited college or university with an associate’s or bachelor’s degree AND one year of relevant work experience. Three years of closely related work experience may substitute for an associate’s degree.
• Technical familiarity with Audio/Video equipment: projectors, sound systems, TVs, etc.
• Experience using Microsoft Office products
• Experience working in a team-oriented, collaborative environment

Preferred Qualifications:
• Hands-on software and hardware troubleshooting experience
• Experience with Footprints incident and problem manager or similar ticketing system
• Experience working in a higher education environment
• Ability to produce written technical documentation in a user-friendly format
• Ability to organize, follow procedures and have attention to detail
• Technical familiarity with desktop operating systems, both Windows and Macintosh

Responsibilities:
• Help keep the Media Services area organized.
• Assist Fort Lewis staff with special event A/V setups.
• Assist the Help Desk in ensuring the computer labs are well maintained and presentable.
• Monitoring the Labs includes cleaning, checking supplies, and making sure users are in compliance with lab policies.
• Work Media Services desk. Duties include checking out items to Students, Faculty, and Staff, answering questions, and monitoring the Lab and Lab equipment.
• Work with the Help Desk Supervisor to monitor the surplus sale of old equipment.
• Assist Technology Support Services team in the large scale refreshing of lab and classroom workstations.
• Assist the IT Inventory Clerk
• Other duties may be assigned by the IT Director or the TSS team.

Work Conditions
• Hours vary with special events, mostly Monday – Friday schedule
• Frequent heavy lifting of less than 50 pounds is required
Will spend time most of the time at the Media Services desk in John F. Reed Library

Salary:
$35,000 plus benefits.

Application Process:
Electronically submit the following in PDF format:
1. Letter of interest that addresses the required qualifications and responsibilities
2. Resume
3. Contact information of three current professional references

Email application materials to:
Chair Media Services and Lab Coordinator Search Committee
Email: MediaServicesSearch@fortlewis.edu

Applications received by July 20th, 2017 will receive full consideration.
The position will remain open until filled.
The successful candidate will be required to submit official transcripts
and pass a background check.

Equal Opportunity
Fort Lewis College does not discriminate on the basis of race, age, color, religion, national
origin, gender, disability, sexual orientation, gender identity, gender expression, political beliefs,
or veteran status. Accordingly, equal opportunity for employment, admission, and education
shall be extended to all persons. The College shall promote equal opportunity, equal treatment,
and affirmative action efforts to increase the diversity of students, faculty, and staff.

The College and the Community
Fort Lewis College, a selective public institution located in Durango, Colorado, offers degree
programs in arts, business, education, health fields, humanities, social and natural sciences, and
teacher education. Our inspiring mountain campus is located atop a scenic mesa overlooking historic
Durango and situated between the San Juan Mountains and the desert Southwest. We are
committed to accessible and high quality baccalaureate education, and our hallmarks are
remarkably close relationships between students and faculty, the freedom of intellectual
exploration, and the challenge of experiential learning. Our 3,400 students come from 48 states, 17
countries, with 36% Native American and Alaska Native backgrounds, and 11% Hispanic
backgrounds. Durango is a thriving multicultural community of 18,500 set along the beautiful
Animas River Valley. Averaging 300 sunny days per year, the community is known for its outdoor
lifestyle and friendly, festive atmosphere. Durango is also the cultural and economic hub of the Four
Corners region, rich in dining, shopping, and entertainment, and linked with airline service to hubs in
Denver, Phoenix, and Dallas.