Visual Resources Specialist

**Definition of Class**
Incumbent is responsible for producing, classifying, and cataloging visual instructional materials; maintaining the visual resource collection of the department; and overseeing the use of the visual resource collections.

**Examples of Work Performed**
- Produces images by means of copystand photography (with digital cameras), flatbed digital scanner, and slide scanner.
- Adjusts color correction and size of scanned images by means of digital imaging software.
- Enters data for identification of visual resources, including production of catalog entries in digital image database.
- Maintains visual resource center digital images, 35mm slides, videos, DVDs, and other visual resources, and their equipment and supplies.
- Identifies, labels, and sorts visual resource material for classification and cataloging.
- Creates visual resource classification systems, catalogues and files visual resources into proper storage areas, (physical or digital) and designs retrieval systems.
- Assists visual resource center approved borrowers in using the digital image database, materials, equipment, and supplies of the visual resource center.
- Maintains records of visual resource center materials and equipment checked out, circulated, and returned by approved users.
- Maintains inventory of equipment and supplies necessary for production and maintenance of visual resources.
- Makes recommendations related to technology upgrades, changes, and/or purchases.
- Maintains website and other promotional content as directed or as needed.
- Schedules and oversees annual exhibitions in the gallery.
- Oversees the daily work activities of undergraduate and/or graduate students.
- Performs similar or related duties as assigned or required.
**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Maintains a database of digital images for the use of department faculty, instructional staff, students, and other users.
2. Oversees all stages of production in processing requests for new digital images.
3. Applies standards and practices in the development and implementation of classification systems for organization of visual resources collections as approved by applicable associations and/or agencies.
4. Develops and implements procedures and guidelines to balance needs of approved borrowers with necessity to maintain integrity of the visual resource collection.
5. Assists visual resource center users with appropriate selection and location of visual materials.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.
- **Vision:** Requirements of this job include close vision and color vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to stand; reach with hands and arms; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to sit; walk; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:**
  Bachelor’s Degree in Humanities or a related field from an accredited four-year college or university.

  **AND**

- **Experience:**
  One (1) year of experience related to the above described duties.

**Substitution Statement:**
Related education and related experience may be substituted on a basis set forth by the Department of Human Resources.
Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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