

Edison State Community College invites qualified candidates to apply for the full-time position of Librarian. The Librarian contributes to academic success by providing a wide range of library services to students, faculty, staff, and community members. Responsibilities include developing and supporting dynamic information literacy and reference services as well as managing the daily operations of the circulation and reference desk.

To be considered, candidates should include cover letter, resume, transcripts, and three professional references when completing their online application.

Edison State Community College is an EOE/AA Employer.

Functional Responsibilities:

- Conduct information literacy instruction sessions in person and online in all subject areas. Collaborate with faculty to design and schedule sessions.
- Provide on demand and scheduled reference and research assistance in person as well as via phone, email, and Zoom.
- Lead public service operations including circulation, interlibrary loan requests, and basic technology troubleshooting.
- Perform integrated library system maintenance including patron uploads and record correction projects.
- Hire, train, and supervise student workers. Create circulation/reference desk schedule. Coordinate student worker timesheets and monitor budget.
- Contribute to the development and maintenance of the library's web-based services including LibGuides, video tutorials, and Blackboard.
- Participate in marketing and assessment of library and tutoring center services.
- Assist in the selection, weeding, and inventory of the library's print and electronic resources.
- Recommend and create policies and procedures for effective utilization of the library.
- Present training sessions on and assist patrons in finding grant funders using the Foundation Center website and the Foundation Directory Online database.
- Manage library services in the absence of the Director of the Library and Learning Center.
- Other duties as assigned by supervisor.

Required Knowledge, Skills, and Personal Qualifications:

- Computer and technology skills. Knowledge of automated library system workflows and functions. Familiarity with Sierra integrated library system, EBSCO Discovery Service, Blackboard, Colleague, LibGuides, or similar products.
- Strong teamwork and service orientation. Self-motivated with the ability to work collaboratively and independently with minimal supervision while being

flexible in the time allotted to complete tasks and prioritize work to achieve goals and objectives.

- Ability to work and communicate in a friendly, courteous, and professional manner with a diverse group of people both within and outside of the College.
- Willingness to work a flexible schedule and occasionally travel to regional campuses.

Required Experience:

Two years of library or related work experience is required. Supervisory and instruction experience is desired.

Required Educational Background:

A Master's Degree in Library Science from an American Library Association accredited institution is required.

Supervises following staff:

- Library student workers.
- Other library and tutoring center staff as assigned.