

## Staff Librarian – Concord University

### Job Summary

Librarian of user and resource services leads, manages, implements all Library functions related to provision of research and reference assistance, identification, and procurement of resources and information from external sources and delivery of instructional workshops and courses.

### Duties and Responsibilities

List and completely explain the current duties and responsibilities of the position. Indicate the average percentage of time spent performing each separate job duty. Describe what the duties and responsibilities are and how they are performed. Consider work performance over a 12-month period. Employees must use their own words to describe duties and responsibilities. The copying of a generic job description or another employee's PIQ verbatim is not acceptable and the PIQ will be returned. The percentages must total 100%. Duties that take less than five (5) percent should be combined into at least five (5) percent.

Duties and Responsibilities (Total Must Equal 100%)

There is a **minimum of one builder entry** required for this section.

<b>Duty/Responsibility</b>	<p>Reading room/floor reference. Works with students in analyzing and understanding assignments and projects and to successfully utilize library, campus and university resources both individually and in classroom situations. This includes IT assistance, use of materials and resources and the like.</p> <p>Assists with and helps coordinate the creation, revision and dissemination of online and print research materials.</p> <p>Responsible for the development and presentation of instructional materials for orientation and instruction in the use of the library and its services for both online and in the classroom – University 100 classes, information literacy presentations, and workshops as well as advanced research instruction.</p>
<b>% of Time</b>	50
<b>Duty/Responsibility</b>	<p>responsible for the effective management of all aspects of interlibrary loan and document delivery including: recommending policy, establishing goals and executing successful workflow.</p> <p>Compiles and analyzes interlibrary loan (ILL) borrowing and lending statistics.</p> <p>Monitors compliance with copyright regulations and recommends strategies and protocols.</p> <p>Collaborates with other Library Staff members to establish and evaluate policies and procedures governing the exchange of materials with other institutions.</p>
<b>% of Time</b>	30
<b>Duty/Responsibility</b>	<p>Provides backup support for access service functions (Information Desk) which includes, but is not limited to training and supervision of student employees.</p>

<b>% of Time</b>	10
<b>Duty/Responsibility</b>	Oversees all aspects of paper journal subscriptions.
<b>% of Time</b>	10

#### Education/Knowledge

<b>Minimum Education</b>	Master's
<b>Required Licenses/Certification</b>	MLIS preferred or a Master's degree in a related field. WV Driver's license.
<b>Required Skills</b>	<ol style="list-style-type: none"> <li>1. Detail-oriented with excellent memory.</li> <li>2. Strong computer skills and literacy.</li> <li>3. Good "people skills" with service orientation.</li> <li>4. Strong oral and written communication skills.</li> <li>5. Ability to work evenings and weekends.</li> </ol>

#### Required Experience

In addition to the knowledge/education, please describe the type and least amount of prior directly related work experience typically required, if any, for a person coming into this position. Experience listed here is considered as concurrent not cumulative.

The knowledge, skills and abilities listed above are typically acquired through the levels of education and experience listed. However, any equivalent combination of education and/or experience which provide an applicant with the listed knowledge, skills and abilities to perform the essential duties and responsibilities of the job may be acceptable.

There is a **minimum of one builder entry** required for this section.

<b>Type of experience Needed</b>	Work experience in higher education and in an academic library environment
<b>Amount of Experience Needed (Months/Years)</b>	Over 6, up to 12 months

<b>Type of experience Needed</b>	Experience in presenting information effectively in individual and group settings
<b>Amount of Experience Needed (Months/Years)</b>	Over 1 Year, up to 2 years
<b>Type of experience Needed</b>	Public service
<b>Amount of Experience Needed (Months/Years)</b>	Over 6, up to 12 months
<b>Type of experience Needed</b>	Bibliographic/online
<b>Amount of Experience Needed (Months/Years)</b>	Over 6, up to 12 months

#### Posting Detail Information

<b>Open Date</b>	08/09/2017
<b>Close Date</b>	
<b>Open Until Filled</b>	Yes
<b>Additional Information</b>	Salary will be commensurate with education and experience. Interviews will begin immediately and continue until the position is filled. This is a Grade 5 position.
<b>Quick Link to Posting</b>	<a href="http://jobs.concord.edu/postings/1990">http://jobs.concord.edu/postings/1990</a>

### Posting Supplemental Questions

Required fields are indicated with an asterisk (\*).

# Applicant Documents

## Required Documents

1. Resume
2. Cover Letter

## Optional Documents

1. Other Document

# Ranking Criteria