Campus Librarian

Southeastern Site

Job Announcement

Northshore Technical Community College is accepting applications for a full-time, unclassified position domiciled at the Southeastern Site.

Applications will be accepted until position is filled, with preference being given to those received on or before September 20, 2024.

All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.

To apply please submit: (1) a letter of application, **(2)** a resume and **(3)** official transcript to (for transcript to be considered official, it must be sent directly from the school/college/university to Human Resources):

Attention: Hiring Manager
Northshore Technical Community College
65556 Centerpoint Boulevard
Lacombe, LA 70445
Telephone number: 985-545-1262
Email: resumes@northshorecollege.edu

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JOB SUMMARY:
The Campus Librarian works under the general direction of the Library Director, performs professional administrative duties that include daily operations of the Southeastern Site Learning Commons. This position provides day-to-day management of the Learning Commons space by building relationships with faculty and students through instruction, communication, patron assistance and problem solving. The librarian will promote Learning Commons/library resources, services, and programs to create awareness and engagement with the students, faculty and staff, and the integration of the library into teaching and learning at NTCC.
The Campus Librarian is expected to demonstrate and maintain competence in each of the following areas throughout employment at the College.

Campus Librarian Duties:

· The campus librarian works independently to perform complex, highly specialized, technical tasks to facilitate and support site library operations and academic programs.

· The campus librarian oversees the daily operations of domiciled campus, which include: using library systems; bookstore system, update and maintain patron databases; assist patrons in finding materials; resolve patron problems related to access issues; textbook access issues, maintain monthly and annual statistical reports. Works with team to provide programming and training for home campus.

· The campus librarian is required to have full proficiency in all technical aspects of work assignments including knowledge of library collection organization and classification scheme and the ability to interpret bibliographic records; ability to resolve highly complex problems related to the use of bibliographic records (i.e., serial title changes, special languages and/or formats, etc.); ability to create and edit problematic bibliographic entries for the library online automated system, Sirsi Symphony, using accepted library standards and procedures. The librarian must have a strong understanding of how to access electronic resources and assist students, faculty and staff in the use of such resources.

QUALIFICATIONS:

Education: MLIS or equivalent from an ALA- accredited School of Library and Information Science.

Experience: Experience or coursework in a library setting. Fluency with Microsoft Office products; strong analytical and problem-solving skills. Comprehensive knowledge of electronic resources, databases, and information resources. Must be able to read, interpret, and apply policies, procedures, and practices. Must be capable of handling multiple priorities, making independent decisions, and resolving problems. Position requires a detail-orientation with a commitment to thorough and accurate work. The ability to work effectively with others and with little supervision is essential.

This position will include some travel among campus locations.

Required Skills:

1. Basic knowledge of national standards and guidelines pertaining to libraries, including working knowledge of institution's standards pertaining to copyright and intellectual property protection and the ability to source and apply such policies and standards to avoid potential violations;

2. Full proficiency in the use of automated library system(s) and subsystem(s) pertaining to functional areas;

3. Familiar with online database research for purposes of instruction for students/faculty/staff.

4. Demonstrates problem solving and research skills to address standard and non-standard work problems;

5. Demonstrates ability to compile and present information in an organized manner;

6. Ability to edit problematic bibliographic entries for libraries online automated system using

7. Accepted library standards and policies;

8. Maintain a working knowledge of and operate computer software, i.e., Word/PowerPoint/Excel, etc. to produce reports and printed materials as required and assist patrons;

9. Assist with collection development;

10. Recommend and implement changes in library policies and procedures;

11. Assist in planning and conducting training programs or workshops, both internally and externally;

12. Serves on standing committees;

13. Effective communication and interpretive skills to be able to assist in resolving patron problems and complaints, assess patron information needs, and orient and guide patrons in use of library resources;

14. Strong written and verbal communication skills to be able to prepare internal library reports and written and visual presentations on library resources and present them to library patrons, including students;

15. Thorough knowledge of online databases, system and resources, including the ability to perform complex online searches.

Core Competencies Include:

Reference – Staff reference or information desk and provide basic reference assistance to patrons in person, over the telephone, or online; provide basic information about, and general instruction in, using reference tools and databases, referring patrons to a librarian for more in-depth or specialized subject instruction in database use and advising on search strategies and techniques; and work with Library Director to conduct inventories and update and maintain reference collections and related guides and Web-pages. Facilitate teaching and learning opportunities for library staff related to changes and upgrades to the website software components.

Electronic Resources - Perform database resource management for a selected or wider range of library materials, such as: online journals, electronic-based materials, media materials, and other non-print materials; resolves, services and investigates issues related to holdings management and may troubleshoot issues with links and access consulting with LOUIS as needed. Complies statistical reports for Library Director and administration.

Outreach & Programming – Creates and coordinates outreach and programming opportunities, collaborates with campus stakeholders and participates in campus events. Follows marketing plan to communicate and share resources with students, faculty and the community.

OER, Bookstore & Course Materials -Consults with faculty, academic administration & departments about affordable course materials; assists faculty to implement & adopt course materials; assists in collection development of course materials and provides reports to stakeholders and updates policies as needed; Assists with textbook adoptions and answers faculty and student bookstore & access questions. Provides training for faculty and staff as needed.

Website Management - Determine the content, form, and design of the Learning Commons website. Maintain any behind-the-scenes website documentation. Implement or update services, webpage templates and designs in the Web content management system. Maintain the general files, document templates, general-purpose graphics, and other tools that are needed for the Learning Commons website. Provide technical support as needed to individuals involved in maintaining the site. Provide analysis of and reports for usage log data and archive the log files.

Equipment Used: Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.)

Software Used: A variety of word-processing, spreadsheet, database, e-mail, and presentation software. Employee must have basic to intermediate proficiency in the use of Microsoft Office Suite. Experience in Student information systems as well as is preferred.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

Exhibit qualities of emotional maturity, genuineness, self-confidence, common sense, judgment, fairness, creativity, discretion, decisiveness, political savvy, diplomacy, tact, resiliency, adaptability, course of convictions and tolerance for ambiguity. Demonstrated behavioral expectations include:

Unquestioned integrity and trustworthiness

Commitment to the College's mission and strategic plan, as well as missions and strategic plans for each campus/site

Ability to make good, consistent and fair decisions (based on fact and data)

Ability to work with cross-functional teams and to foster teamwork.

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.