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JOB POSTING
OFFICE OF HUMAN RESOURCES
March 27, 2024

POSITION: Electronic and Media Resources Librarian

DEPARTMENT: Library

DIVISION: Academic Affairs

STATUS: Exempt

HOURS: Full-Time, 35 hours per week

Note: As a member of our exempt work force there could be occasions when a commitment beyond the normal workweek may be required.

Salary information: \$50,500 to \$60,000

BENEFITS:

- **Flexible Work Arrangements Available (*where applicable, based on position*)**
- **Medical Dental Vision Health Savings Account Flexible Spending Account**
- **College Paid Life, AD&D, LTD insurance Generous PTO 12 Paid Holidays**
- **TIAA Retirement with 8% college contribution after one year of employment**
- **Free EAP Counseling Services Free Chiropractic Care**

Position Summary:

Reporting to the Library Director, the Electronic and Media Resources Librarian (EMRL) is responsible for the day-to-day management of the library's electronic resources: databases, e-books, e-journals, access and discovery tools, LibGuides, and EZproxy configuration. The EMRL takes part in the acquisition, development, and supervision of the media collections in physical and digital formats, to include use of media materials and collections by students, faculty and staff with special emphasis on curricular uses of media; and anticipates technology/ format migrations and upgrades and identifies older materials for conversion and preservation. The EMRL works with faculty to integrate information literacy skills and library resources into the College curriculum. Provides media and digital-related library instruction and assistance to users at the Media service desk and in the online programs. Supervises and trains clerical staff and student assistants, and participates in planning, outcomes assessment, College committees, and professional development. This is a full time, 35 hours per week, faculty librarian position, with the opportunity to have a flexible work schedule.

ESSENTIAL RESPONSIBILITIES:

1. Digital and Technical Services

- Manages the library journal collection through EBSCO, our primary serials vendor, and other vendors as required.
- Manages the library's online database links in the MS Access database.
- Enters data and links for electronic and print subscriptions for Publication Finder.
- Updates and maintains remote access and authentication products, ensuring electronic subscription links work on and off campus and subscription dates and titles are accurate.
- Monitors EZproxy for optimal use for remote user authentication.
- Updates and maintains the online content management system LibGuides.
- Updates DOCLINE holdings data.
- Creates, maintains, and/or updates cataloging records for electronic, media, and print materials within international, national, and professional standards.
- Performs original cataloging of print and non-print materials according to local, state, and national standards (AACR2, National Library of Medicine Classification, Medical Subject Headings, Chiropractic Subject Headings, MARC formatting) to add to the library's catalog database.
- Leads a collaborative effort in design, development, and maintenance of the library's web services, including library web site and information resource guides.
- Creates and coordinates online tutorials and other digital learning objects for Information Literacy instruction of on-campus and distance learners.
- Collaborates with faculty, librarians and instructional technologists to identify, implement and promote innovative online tools and services, for both on-campus and distance users.

2. Professional Development and Campus Committees

- Maintains current awareness of professional practice and commitment to personal career development activities.
- Participates in college governance and campus activities through Faculty Senate and other college committees, task forces, and teams.
- Prepares documentation and training tools and participates in delivery of faculty and staff training sessions.

3. Other

- Supervises and trains support staff and student workers.
- Facilitates assessment and use of analytic tools to gather, report, and evaluate web statistics and data.
- Performs other duties as assigned.

WORKING ENVIRONMENT AND CONDITIONS:

- Sufficient vision, hearing or other powers of observation and communication are essential to permit the employee to read, sort, and shelve library materials, communicate with patrons and co-workers, and maintain patron and information records. The employee must be able to move, shelve and retrieve library materials from high and low settings. Requires stooping, bending, stretching, pushing cartloads of books, supplies, etc. up to 40 lbs., and lifting up to 25 lbs. of books. Perform assigned duties in a clean, ventilated, lighted and temperature-controlled office environment. Perform duties in a positive, professionally growth-based environment.

QUALIFICATIONS:

- Master's degree in Library Science from an ALA accredited institution.
- A minimum of one (1) year work experience in an academic library setting.
- Experience working with integrated library systems, electronic resource management, authentication software, social networking technology, database administration, online course delivery, and media cataloging.
- Ability to analyze and resolve complex problems.
- Ability to work independently and as part of a team.
- Ability to balance multiple projects and set priorities in a time-sensitive environment.
- Strong customer service focus.
- Excellent communication skills.
- Experience effectively leading and supervising employees.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@northeastcollege.edu

Northeast College of Health Sciences is committed to creating a culture of diversity, equity, inclusion, and belonging with our college campus community. In support of our institutional values, we acknowledge each person's unique experience, perspective, and ability as contributions that both enrich our community and enhance the professions and people we serve. As such, the College is dedicated to providing equitable opportunities to all future and current employees, including those belonging to groups that have been historically underrepresented in higher education.

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

Northeast College of Health Sciences is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.