

WESTMONT COLLEGE

Librarians

Library and Information Services

Westmont College is seeking applicants for two professional librarians. Both positions are part of our liaison team which includes providing research assistance, information literacy instruction, outreach, and collection development for assigned academic and co-curricular departments. Other duties will be assigned.

Requirements: Master's degree in library science from an ALA accredited program; personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations; awareness of current trends and developments in libraries; the ability to multi-task and meet deadlines; curiosity and capacity to learn and a drive to innovate; strong written and oral communication skills; analytical and detail orientation; excellent interpersonal skills including the ability to work creatively, collaboratively, and effectively both as a team member and independently; ability to work well with diverse faculty, staff and students; and availability to work evening and weekend hours as required.

Preferred:

- Knowledge and experience in cataloging print and electronic resources
- Experience in digitization
- Knowledge of management and preservation methods and practices for digital materials
- Web design and management of electronic resources and online library systems (familiarity with OCLC's WMS preferred)
- Proficiency with current technology and programs, and ability to adapt to new technologies

Liaison Role:

- Works at the research help desk as assigned
- Provides information literacy instruction and research consultations to meet the needs of students, staff, and faculty in assigned academic and co-curricular areas
- Serves as collection development and management coordinator for assigned liaison areas
- Develops online research guides for assigned academic and co-curricular departments

Other duties may include:

- Serves on Library, College or professional organization committees
- Focus on serving the needs of First- year, transfer and off-campus students
- Design and develop the Library's online presence, including LibGuides, using current content management systems and web design tools, promoting current usability practices
- Set-up, maintain, and troubleshoot access problems for the library's electronic resources and software (OCLC's WMS, OCLC's ContentDM, WorldShare ILL, Clio, etc.)
- Oversee maintenance of EZproxy authentication
- Compile and maintain statistics on e-resource usage

- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds
- Other duties as assigned.

Reports to: Director, Library and Information Services

7.16