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| **ALABAMA STATE UNIVERSITY** **invites applications for the position of:**  **Humanities Reference Librarian** |

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| **SALARY:** Negotiable   |  | | --- | |  |  |  | | --- | | **OPENING DATE:** 02/05/13 | |  | | **CLOSING DATE:** Continuous | |  | | **JOB DESCRIPTION:** | | Alabama State University, Academic Affairs/University Library, invites applications for the position of Humanities Librarian. This position reports to the Coordinator of Public Services and provides for the vision, leadership, publicity and overall management of professional reference services for the humanities program and related disciplines. The Humanities Reference Librarian will prepare reports as required by the administration of the library and relevant humanities disciplines; maintain accurate up-to-date acquisitions and statistics for the humanities program; handle general and in-depth reference desk and via virtual reference; guide faculty, staff and students in the effective use of library services and resources through web based instructions and training; teach information literacy classes for assigned subject areas: serve as a liaison to the faculty in the humanities area to facilitate selection of appropriate resources for curricular and research needs; participate in scholarly communication initiatives and collaborate in outreach initiatives with faculty; engage in research, scholarly publishing, local, national and international digital humanities initiatives; preview, verify and coordinate the electronic procurement of interlibrary loan requests for the department; send verified requests to the interlibrary loan personnel for processing; manage the acquisitions budget for the humanities program; participate in inventory of materials and other general library operations; collect and analyze data from surveys and other assessment measures for select reports; advance the creative use of web resources in the humanities department; supervise staff and library student assistants; collaborate with Library Computer Systems Network Coordinator in the creation and maintenance of the program’s webpage; maintain a departmental procedural manual; keep abreast of current developments and trends in the field of humanities and related disciplines; participate in professional organizations that support the objectives of the position; serve on appropriate library teams; work public service desk with an evening and rotating weekend assignment and perform other duties as assigned. | |  | | **MINIMUM QUALIFICATIONS:** | | Master’s degree in Library Science from an ALA accredited institution, Bachelor’s degree in Visual and Performing Arts, Liberal Arts or Social Sciences and 2 years of professional library experience are required, or an equivalent combination of education and experience. | |
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