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## **ALCORN STATE UNIVERSITY**

## **JOB DESCRIPTION**

**PLEASE DO NOT ALTER FORM**

**TITLE: Electronic Resources Librarian-Tenure Track**

**DEPARTMENT: University Libraries**

**REPORTS TO: Dean, University Libraries**

**EFFECTIVE DATE: September 1, 2016**

**EMPLOYMENT STATUS: (ex.; Full-time, Part-time, Seasonal) Full-time**

### **PRINCIPAL PURPOSE OF JOB:**

The principal purpose of the job is to provide a high quality, user-focused electronic resources technical support service to all users according to their needs. To ensure the full exploitation of the Library's electronic resources by effective management of their delivery and maximization of on-site and remote access.

### **SCOPE OF RESPONSIBILITY:**

Coordinates all activities related to the library's automated system and access to all electronic resources. Works closely with staff to manage library software training for library employees. Represents Alcorn State University Libraries with selected system software vendor for applications and software upgrades and at user group meetings. Coordinates automation activities in each of the library's service areas: Technical Services and Public Services. Works closely with the Center for Information Technology Services (CITS) staff to solve technical problems and recommend solutions to library management. Serves as a liaison to the University Web Page Committee. Provides professional reference services at the Reference Desk and Instructional Media Center. This position reports to the Dean of University Libraries.

**ESSENTIAL JOB FUNCTIONS:** (ex: duties that are essential to performing the job with or without an accommodation)

- Manages all electronic resources processes (CD ROM, web access, electronic journal access, library OPAC, and e-books) that provide services in the library.
- Acts as communication conduit to CITS, recording and following through on all problems reported.
- Manages staff users in library automation system, sets up user parameters within the software, maintain documentation on all library parameters, institutes security policies and procedures.
- Works with library electronic resources vendors to make selected databases available to users and maintains records of use.
- Manages all general training on the library information system and serves as backup for all library departmental training functions.

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- Coordinate software upgrades from ILS vendor, tests software and trains staff on changes in software procedures.
- Provides statistical reports on a monthly, semi-annual and annual basis.
- Trains and oversees the Library Computer Lab in order to facilitate the work for both patrons and staff.
- Operates microcomputers and printers within WAN-LAN network environment with Microsoft Office 97/2000/XP.
- Systems Administrator responsible for library automation system software, 3M Self-Check machines, bar code readers, receipt printers, subnet servers, and third-party software.
- Works with FTP and Telnet software, web software (Dream Weaver).
- Works within web environment to facilitate connection with vendors and electronic databases.
- Teach general or discipline-specific instructional sessions.
- Teach regular instruction in the form of orientation that is provided to all first year students through UL101-University Life in addition to GC102-Survival Skills.
- Teach scheduled classes that require more in-depth instruction to selected research and method courses within the academic schools.

## **OTHER DUTIES:** *(ex: tasks that may be necessary, but are not the main reason(s) the job was created)*

- Other duties as assigned by supervisor.

## **QUALIFICATIONS:**

- Master's Degree in Library and/or Information Science from an ALA accredited school.
- Must have a minimum of 2 years of experience providing library instruction.
- Must have demonstrated experience using current educational technologies and multimedia tools to deliver or enhance teaching, learning, and/or user services in both physical and online environments.

## **Licensing and Certifications**

N/A

## **KNOWLEDGE, SKILLS, and ABILITIES:**

- Relates and applies expert knowledge of contemporary library theory, practices, methods, trends.
- Communicates effectively to patrons and co-workers both orally and written.
- Knowledge of computer hardware and peripherals preferred.
- Ability to work in a team-based office structure required.
- Prepares written and oral reports including conclusions and recommendations.
- Operate microfiche/film reader printers, copy machines, VCR.
- Use MS Word, MS Outlook, Internet/World Wide Web, daily
- Experience with Windows 95-2000, MS Office software in course of daily work activity.
- Accurate keyboarding skills are required.
- Microsoft Office 97: Word, Excel, Access required.
- Knowledge of computer hardware and peripherals required.

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- Knowledge of the contemporary principles and practices of library instruction, reference services, and professional standards.
- Knowledge of emerging trends and best practices in academic librarianship, instructional design, and outcomes-based assessment practices.
- Evidence of potential to maintain an ongoing program of scholarship at a level that would merit tenure and promotion.

### **I. PHYSICAL REQUIREMENTS:** *(examples provided below)*

1. Ability to sit at a workstation for extended periods
2. Occasional ability to lift, carry, and put away parcels weighing up to 25 pounds
3. Normal physical mobility, which includes movement from place to place on the job taking distance and speed into account

***ALCORN STATE UNIVERSITY is an Equal Opportunity Employer***

*The functions, qualifications, knowledge/skills, and physical requirements listed in this job description represent the essential duties of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The Job Functions listed do not necessarily include all activities that the individual may perform.*