-- **Information Technology Librarian Job Announcement and Description**

The Joseph Simeon Flipper Library at Allen University is seeking an Information Technology Librarian (ITL). Information Technology Librarian will be responsible for the continued development and growth of a vigorous information technology and literacy programs. Under the direction of the Director of Library Services, the ITL will manage the libraries technology and media equipment. Coordinates the development of new technology applications that support library programs and services; identifies emerging technologies and develops programs and best practices for the J. S. Flipper Library; works collaboratively with library and university IT staff, faculty and students. Collaborates with faculty and other librarians to enhance students’ research skills by the creation and delivery of instruction activities and class sessions.

**The candidate should possess:**

* Knowledge of library research strategies and library instructional methodologies
* Knowledge of emerging technology in an academic setting and in virtual instruction
* Ability to create LibGuides, PowerPoint’s, Prezis, and other instructional tools
* Strong presentation, customer service, teaching, and collaboration skills

**Key Job Elements:**

* Availability to work nights and weekends
* Assists the library team with the library’s Automated Management Services, including sub-systems for cataloging, resources discovery, inventory control, and interlibrary loan.
* Assists with digital resources collection, including database products and licenses, user authentication software, AU digital repository with SC Memory (ContentDM).
* Assists with shelf weeding, cataloguing, re-shelving, and stacks maintenance.

**Other Responsibilities and Tasks:**

* The Information Technology Librarian leads the Library’s digital initiatives in collaboration with librarians, faculty, and university administration.
* Provides expertise in identifying, evaluating, and making recommendations concerning the use of new and emerging technologies that support the library’s / university’s mission.
* Provides coordination, planning, implementing, and training for technology integration.
* Collaborates directly with faculty to design library research instruction sessions that include information technology resources.
* Collaborates with other librarians to provide research consultation and instruction to students on request.
* Service on campus-wide committees are needed

**Preferred Qualifications:**

* MLS/MLIS/MIS degree or related from an ALA accredited program
* One to three years of experience working in a post-secondary institution library

**Experience/Qualifications:**

* Experience with electronic information services, library systems and applications
* Specific knowledge and experience in managing Ex Libris, OCLC WorldShare, OCLC WorldCat Discovery system, and EZ Proxy authentication system
* Experience with and strong commitment to customer service and library instruction; working knowledge of basic Microsoft Office applications, Web development tools, and social media; effective oral and written communication skills.

**Skills:**

* Strong interpersonal skills
* Excellent written and verbal communication skills
* Strong presentation skills
* Superior organizational, prioritization, and self-motivation skills
* Strong computer skills

**Abilities:**

* Work effectively with team members to insure that library and university goals are met
* Ability to effectively teach information literacy skills
* Ability to frequently lift up to 15 pounds

**Ways to Apply**

Applicants are requested to submit an application, resume, and cover letter which in part addresses the contribution the candidate can make to an African Methodist Episcopal liberal arts HBCU institution. Information is to be emailed to [cbowers@allenuniversity.edu](mailto:cbowers@allenuniversity.edu)   
  
Carol L. Bowers, Director of Library Services  
Re: Information Technology Librarian Search