

Instructional Media Librarian

How to Apply to this Posting

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Special Instructions

Posting Details

Position Information

Job Title	Instructional Media Librarian
FLSA Status	Exempt
Posted Salary Range	Commensurate with Experience
Employment Status	Full Time
Department	University Libraries

Minimum Qualifications Master's Degree in the field of Library Science from an ALA accredited institution. Experience with automation preferred.

Purpose of Job The principal purpose of this job is to provide assistance to patrons in the selection of Instructional Media Resources; evaluate materials for selection and use in all subject areas for Instructional Media Collection.

Scope of Responsibilities The Instructional Media Librarian will provide assistance and guidance to patrons using the IMC; supervise and train staff and student assistants; evaluate materials for selection and use for a diversified media collection; prepare monthly, semi-annual and annual statistical and narrative reports for the IMC; and, stay abreast of the latest issues, trends and technologies in Instructional Media.

Essential Job Functions

- Supervise all operations and services in the Instructional Media Center.
- Organize, maintain and develop the audiovisual and multimedia collection in the Instructional Media Center.
- Select, order, maintain and develop the audiovisual and multimedia equipment for the IMC.
- Provide reference assistance in the use of the collections of the IMC for patrons.
- Provide guidance in the use of the equipment and facilities of the IMC for patrons.
- Serve as a resource person and consultant to faculty and staff in the acquisition of materials for the audiovisual collection.
- Supervise and train personnel in the IMC.
- Teach a component of bibliographic instruction.
- Provide services at the reference desk as scheduled.
- Serve as a liaison for the academic departments.
- Create and revise, as needed, an IMC Procedures Manual, and make recommendations and decisions in matters relative to the Media Center's Operation Policy.
- Submit to the Library Dean of University Libraries monthly, semi-annual, and annual statistical and narrative reports that covers the activities of the IMC.
- Serve on committees of the University and the Library.
- Serve as a Web Content Manager to maintain the library website in collaboration with CITS.
- Keep abreast and aware of developments in the field of Librarianship and seek opportunities for professional growth and development.

- Cooperate as a team member performing any duty essential to the achievement of efficient library operations.
- Promote and support the use of scholarly digital content and networked information resources.
- Collaborate with faculty and students concerning scholarly research initiatives.
- Employ digital preservation and metadata creation needs for digital repository.
- Create viable images of library programs and services via motionless and video collections.

Qualifications Master's Degree in the field of Library Science from an ALA accredited institution. Experience with automation preferred.

Licensing and Certifications N/A

Knowledge Skills and Abilities

- Communicate 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.
- Prepare written and oral reports, including conclusions and recommendations.
- Experience with Microsoft Office.
- Knowledge of emerging trends and best practices in academic librarianship, instructional design, and outcomes-based assessment practices.

EEO / ADA Statement Alcorn State University is committed to the principles of equal opportunity, affirmative action, and diversity: It is the policy of Alcorn State University to provide equal employment opportunities without regard to race, age, color, religion, sex, sexual orientation, national origin, veteran status, physical and/or mental disability, and/or political affiliation. This policy applies to all employees -regardless of position, consultants, and applicants for employment.

Physical Requirements

Work in noisy (above 85 decibels) areas	No
Sedentary Work - Exerting 10 pounds	Daily
Light Work - Exerting up to 20 pounds	Daily
Medium Work - Exerting 20-50 pounds	Occasionally
Heavy Work - Exerting 50-100 pounds	Not Required
Very Heavy Work - Exerting in excess of 100 pounds	Not Required
Travel	Occasionally
Extended Work Hours	Frequently

Posting Detail Information

Posting Number	
Number of Vacancies	1
Location	Lorman
Position End Date (if temporary)	
Open Date	09/18/2020
Close Date	

Open Until Filled

Yes

EEO Statement

EEO Statement:

Alcorn State University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or other factors prohibited by law in any of its educational programs, activities, services, admissions, or employment practices. The following offices are designated to handle inquires and/or complaints regarding non-discriminatory policies and procedures of Alcorn State University:

Complaints, inquiries, or specific requests in regard to Title IX and Section 504 directives should be made to: Title IX Office, Walter Washington Administration Bldg., Room 519A, Lorman, MS, 39096, (601) 877-6700.

Complaints, inquiries, or requests in regard to non-discrimination in employment practices should be made to: Human Resources Department, Walter Washington Administration Bldg., Room 107, Lorman, MS, 39096, (601) 877-6188

Questions, complaints, or requests in regard to ADA/ADAAA compliance in employment practices should also be made to the department of human resources.

Advertising Summary

Supplemental Questions

Required fields are indicated with an asterisk (*).

Applicant Documents

Required Documents

1. Resume
2. Cover Letter/Letter of Application
3. Unofficial Transcripts
4. Letter of Recommendation (Professional)
5. Letter of Recommendation (Personal)
6. Letter of Recommendation (Professional or Personal)

Optional Documents

None