

POSITION DESCRIPTION

Job Title: Electronic Resources Librarian (Part Time, 20 hours)

Department: Library Services

Reports To: Director of Library Services

Prepared Date: Revised April 27, 2022

FLSA: (Part Time, 20 hours)

Summary: The Electronic Resources Librarian, through faithful service to accomplish the mission of Kuyper College supports the academic objectives, programs and curriculum of the College by providing appropriate resources and services. The position assists in the management and administration of a library services program by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties as assigned.

- Helps maintain the Library's integrated library system
- Manages remote access to library resources and databases.
- Purchases and maintains ebook collections.
- Implements and administers course reserves.
- Troubleshoots e-access problems reported by patrons and other library staff.
- Implements and administers library services to faculty and students in-person and online to assure equivalent services, coordinating with the Director of Online Learning.
- Assists in the development and management of the library website including creation of learning resources, website content, social media and general maintenance.
- Collaborates with the Director of Library Services and faculty to design and deliver information literacy programs. Provide instruction in various research strategies and introduce/orient students to library resources.
- Leads the development and production of user guides and other reference aids (print, video, etc.), including pathfinder tools. Develops and presents workshops, tutorials and orientations for all students.
- Collaborates with the Director to develop and implement assessment instruments to evaluate the library's contribution to student learning.
- Assists in all circulation and reference responsibilities.
- Assists in the training and supervision of student workers.
- Maintains a current knowledge of instructional trends and research.

- Stays current on professional developments through participation in professional organizations, workshops, and continuing education opportunities at the local, regional and national levels as funding is available.
- Serves on the Information Technology Committee as well as other campus committees as requested.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Faith and Life

Kuyper College employs persons in staff positions whose faith and life are exemplary in their Christian profession, commitment and behavior. Staff members are asked to agree to the Kuyper College Doctrinal Statement and annually sign the Statement of Belief and Allegiance. Employees are expected to be participating members in good standing of an evangelical Christian church.

Team Work and Ministry

Kuyper College employees are expected to maintain a high degree of cooperation with other staff members, faculty, administration and students. The work is a ministry to which God has called us, and as such, all employees contribute to the education of students.

Education and/or Experience

A Master's degree in library and/or information science (M.L.S. or M.L.I.S.) from an accredited ALA institution or other relevant degree. Related experience or training may be considered; 1-3 years experience or equivalent combination of education and experience; academic library experience preferred; Background in teaching and instructional design with experience in producing content within learning management systems; demonstrated effective communication abilities; proven ability to work with a minimum of supervision; experience in reference, instruction and relevant computer technologies.

Computer Skills

To perform this job successfully, an individual should have a high degree of computer literacy and experience with relevant computer technologies, such as: integrated library automation system software, learning management systems, database software, spreadsheet software and Google products. Experience with EBSCO Discovery System (Kuyper OneSearch); Open Athens and Innovative Interfaces' Sierra preferred.

Other skills that will lend themselves toward success:

Language Skills

Ability to read, analyze and interpret professional literature, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of patrons, staff, faculty, students, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to define problems, collect data, establish facts, draw valid conclusions, and develop solutions. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

(Rev. 4/27; MN)

To apply for this opportunity please submit your resume and cover letter to:

HRapplications@kuyper.edu

The posting will remain open until position is filled. Anticipated start date is August 1, 2022.

Bringing God's Grace into Today's Culture