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EMPLOYMENT LISTING

Collections and Instruction Librarian

Principia College, Elsah, Illinois

Summary: This individual will work collaboratively as a team member to maintain excellence in library collections, services, and programs. This position will provide guidance regarding development, assessment, management, and promotion of user-centered, holistic collections to meet the current and emerging information needs of the Principia College community. They will participate in the library's delivery of research and course-related instructional services as needed. They will serve as liaison to selected academic disciplines and develop subject-focused research LibGuides. The ideal candidate will express grace, a sense of humor, a love of teaching, and a commitment to continuous professional development.

Work Performed - Essential Duties:

- Supports technical services operations including the acquisition, cataloging, and processing of all library materials and resources in all formats (including books, serials, government documents, media, and electronic)
- Selects physical and electronic resources for library collection development group from reviewed sources and other materials
- Shares responsibility for original cataloging
- Coordinates with vendors and campus information technology to ensure continuous access to electronic resources; maintains and manages access to library resources, including library guides
- Responsible for generating statistical data, assessment of, and monitoring expenditures regarding both electronic and physical collections
- Prepares and teaches classes, including developing instructional materials
- Works in one-on-one situations to support research utilizing print and electronic formats
- Collaborates with other librarians for assessment of student learning and user experience
- Primary responsibility for the library's discovery service, Ex Libris Primo VE and authentication network (OpenAthens)
- Functions as the official I-Share liaison to CARLI
- Serves as an active member of the library team in the areas of outreach to individual faculty, departments, and divisions; helps to maintain excellence in current programs and facilities and participates in future planning

- Maintains professional awareness of developments in the library profession and in the area of information literacy
- Serves as a faculty liaison to an academic division
- Participates as an active member of the Principia faculty

Special Requirements:

- Ability to lift 30 pounds, push a loaded book cart (approx. 200 lbs.), and climb stairs
- Works occasional evening and/or weekend shifts.

To perform the job successfully, an individual should demonstrate the following competencies:

- Excellent written and oral communication skills along with demonstrated interpersonal skills
- Ability to work collaboratively in a team environment
- Affinity and aptitude for new technologies and acquiring new knowledge and skills

Qualifications:

- Active (or pending) membership in the First Church of Christ, Scientist and/or in a Journal-listed branch church or society of the First Church of Christ, Scientist
- Christian Science class instruction preferred, but not required
- MLS from an ALA accredited program
- Commitment to continuous improvement in instructional methodology
- Demonstrated teaching ability with high school, college, and/or adult learners
- At least three years' experience in a library setting (academic library experience preferred)
- Knowledge of the principles of cataloging, subject analysis, and classification (Library of Congress preferred)
- Familiarity with subscription databases (e.g. EBSCOHost, JSTOR, ProQuest, etc.)
- Proficiency in Microsoft Office Suite (including Word, Excel, Access, and PowerPoint)
- Facility with the following software or equivalents: library management (ExLibris Alma), web development (Springshare LibGuides), and authentication (OpenAthens)

*This description includes most but not necessarily all, of the activities and responsibilities currently assigned to this position; however, other duties and responsibilities may also be included or some removed.

For more information: www.principia.edu/jobs; Beth.Trevino@principia.edu; 618-374-5202