



Bluefield State College

Job Vacancy Announcement

Librarian

(Search Extended)

POSITION TITLE: Librarian

JVA#: 2022-10

DEPARTMENT: William B. Robertson Library

POSITION SUMMARY: Reporting to the Director of Library Services, the **Librarian** at the Bluefield State College William B Robertson Library will perform duties of academic librarianship for undergraduate and graduate studies. Duties include but are not limited to: enhancing existing library programs, creating new library programming, conducting information literacy instruction, participating in library outreach, collection development, providing research and reference services, delivering database searching services, and participating on project teams to support the smooth operation of the library and Bluefield State College programs.

POSITION CLASSIFICATION/COMPENSATION: This position is Nonclassified, Full-time, carries an Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Actual compensation will be commensurate with specific qualifications and experience related to the position. Position is dependent upon available funding.

CORE RESPONSIBILITIES:

Under the general direction of the Director of Library Services, this position performs duties and responsibilities that support BSC library services and operations. Work tasks and responsibilities are to be completed in compliance with state and federal regulations, state and institutional policies, procedures and best practices as it relates to this position. Work may involve performing duties beyond regularly scheduled hours.

- As a BSC librarian, develop, manage, and facilitate access to library resources and technology, including catalogs and databases, applications, website, and physical and electronic resources. Provide subject and disciplinary expertise to support research, teaching, and learning across the College and uses data trends to develop services and programs to meet current and future research and instructional needs. This includes instruction at all levels and covers all formats of library resources.
- Encourage inquiry, creative endeavor, scholarly communication, and lifelong learning by providing library services to BSC students, faculty, staff, and through community outreach. This includes, but is not limited to: ensuring that library collections are accessible, supporting academic research and instruction, providing assistance in problem definition, electronic and print index searching, use of online catalog, develop and maintain Libguides, and use of other library resources.

- Collaborate with various campus offices and student organizations that promote student success to improve library services for students, including first-year students, new transfer students, first generation college students, and students from underserved communities.
- Work as a team member within the library to promote awareness of, access to and maintenance/enhancement of library collections. This includes, but is not limited to: Serials and electronic resources (databases) annual contract renewals and procuring serials, oversee transition from paper to electronic formats of individual titles, monitoring serials spending and title lists by academic department, consulting with faculty about serial selections and gifts, developing lists and information about online journal access for faculty and students, developing and supervising policies and procedures for serials check-in, shelving, and discarding, and identifying electronic serial publications originating from BSC, developing online sites for access to current and back issues.
- Design edit, update and add content to library website; work with other campus webmasters and network specialists to provide new technical addition to the site and improve website functioning.
- Serve as a member of the library leadership team to contribute expertise to library planning and marketing activities; take care of immediate public services staffing issues; and participate in the development of the library's book collection, particularly in assigned subject areas.
- Provide timely response to electronic email "Ask Librarian" information inquiries, students' needs and faculty email information/research requests. May maintain library "Ask Librarian" helpdesk for afterhours and on weekends.
- Library Outreach- Identify and may write Request for Proposals for digital learning and literacy research library/ federal grants and awards. This position serves as the liaison and committee member with City of Bluefield committee on lifelong learning, and visits local schools to demonstrate Library learning resources.
- Perform other duties as assigned to enhance the smooth operation of the library and college programs. Provide college ID's to faculty, staff and students. Responsible for adhering to established protocols to verify BSC faculty, staff or student status prior to issuing a BSC ID. Proactively stays current regarding issues and methods of librarian instruction/information literacy for students as well as library technology trends. Serve on department and campus-wide academic and administrative teams and committees. May perform special projects. Work hours include regular evening hours of at least one evening per week, with occasional weekend hours as assigned.

MINIMUM REQUIRED QUALIFICATIONS: Master's degree in Library Science, Library and Information Science, or related field, from a program accredited by the American Library Association (ALA). At least three (3) months of experience required in each of the following areas (experience may include library graduate assistant and/or internships): 1) Experience in a public service area of a library, preferably in a higher education setting; 2) Knowledge and understanding of computer hardware and software, particularly in areas of library related application and website maintenance; and 3) Understanding of the use of other library equipment as well as standard office equipment. Knowledge of: library practices and procedures; cataloging rules, regulations and resources; issues pertaining to area of assignment; and library online systems and database searching. Excellent interpersonal, organizational, oral and written communication skills and strong service orientation. Demonstrated track record developing and implementing user-centered digital projects. Demonstrated ability in to instruct users effectively, individually, and in groups. Basic understanding of website creation and maintenance as well as serials management. Ability to stay abreast on current and emerging

trends and technologies in academic libraries, web and collaborative tools, learning technologies, social software, information management and retrieval systems. Must maintain a valid U.S. Driver's License. Must be able to meet the extended work hours of the position as assigned.

THE COLLEGE: The mission of Bluefield State College is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State College prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the College is available at www.bluefieldstate.edu.

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSC Employment Application (form available at <https://www.bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents. Also, Bluefield State College does not provide H1B visa or employment sponsorship.

DATE POSTED: May 5, 2022

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST, Thursday, **June 30, 2022**. Applications will be accepted until position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State College is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The college complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State College does not provide H1B visa or employment sponsorship.