OAKWOOD UNIVERSITY
Employee Services/Human Resources

NOTICE OF AVAILABLE POSITION

POSITION: Librarian – Electronic Resources

DEPARTMENT: Library

STATUS: Full-time (38 hrs)

QUALIFICATIONS:
- ALA accredited Master of Library/Information Science or equivalent
- Technical knowledge in troubleshooting electronic resources access and working with IT Division
- Familiarity and ease with Microsoft applications, batch loading, APIs, HTML, XML, SQL and script writing
- Experience working with electronic resources tools such as OpenURL resolvers, proxy systems, knowledge-basses and ERM.
- Ability to work independently and as part of a team with a flexible and adaptable attitude as well as a focus on customer care

BRIEF DESCRIPTION OF DUTIES:
- Manage the electronic and media resources within the integrated library system, the discovery layer, and link resolver products
- Work with library team to ensure that information on electronic resources is shared and distributed
- Provide training and instruction for library personnel in the use of electronic resources
- Participate in delivering user instruction and assist other instructors with incorporating appropriate information on electronic resources into their classes
- Provide information and data used in the analysis and evaluation of electronic resources
- Provide general reference, specialized research assistance, and consultations at point of need, including rotating evenings and weekends
- Maintain and document a program of research and continual professional development consistent with the mission of the university and library
- Supervise the work of staff and/or student assistants.
- Troubleshoot electronic and media resources access.
- Participate in faculty governance
- Assist with various social media projects and marketing activities
- Perform other duties as assigned

SALARY: Commensurate with education and experience.

STARTING DATE: **October 11, 2018**

CLOSING DATE: **December 14, 2018**

HOW TO APPLY: **Interested persons must submit employment documents by email**: application, resume and copy of diploma/copy of transcript to hroffice@oakwood.edu. Please ensure that the position to which you are applying is placed in the subject line of the email. Applications are located online at www.oakwood.edu under Human Resources. All employment documents must be attached to the email. **Incomplete employment documents will not be reviewed.** You will receive an automatic reply upon receipt of your email.

Oakwood University participates in E-Verify

♦ **OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER** ♦