To apply, submit an employment application (click here for application), resume, and letter of interest to: phamilton@national.edu
5301 S Highway 16
Rapid City, SD 57701

CAMPUS LIBRARIAN
Position Description

Summary
The Librarian provides library instruction and services to support the instructional programs and the university faculty and staff in accordance with the mission, core values, and purposes of the university.

Minimum Qualifications
The Librarian must satisfy the following minimum qualifications:
1. Master’s Degree in Library Science or international equivalent; and
2. One year of professional librarian experience or equivalent preferred.

Skills and Attributes
The Librarian must possess the following skills and attributes: ability to handle multiple projects and processes simultaneously; strong attention to detail; excellent verbal, written and interpersonal communication; student-oriented attitude; integrity; professionalism; strong work ethic; strong organizational skills; planning ability; and willingness to learn and improve in all aspects of the position.

Essential Functions
The Librarian performs the following essential functions:
1. Acts as a liaison between the System Library Office and the branch faculty, students and administrators.
2. Oversees all activities in the library.
3. Promotes student success through information literacy skills instruction and APA support.
4. Develops policies and procedures to improve library operations.
5. Works closely with the System Librarian and other Librarians to integrate, support and actively participate in system-wide library-related initiatives.
6. Provides instruction in the access, use, and evaluation of library resources for individuals and groups.
7. Provides targeted support of writing-intensive classes including, but not limited to, classroom presentations, faculty in-services, applicable APA formatting support, library-related tutorial assistance and other related support.
8. Promotes and provides communication and advocacy of library services via appropriate campus tools (i.e.: campus orientations, quarterly faculty meetings, honors nights, e-mail, Facebook, campus newsletters, posters, etc.).
9. Attends and contributes meaningfully to system-wide campus librarian meetings.
10. Plans, organizes, coordinates, and measures work and activities of the library.
11. Recommends and selects resources that will improve the collection and function of the library.
12. Withdraws obsolete and unnecessary material in the library.
13. Inventories all resources in the library.
14. Submits reports as needed.
15. Develops and maintains networking resources and relationships for the library.
16. Evaluates resources for addition or deletion and consider impact on operating budget for branch and the online library.
17. Provides limited assistance and Ask-A-Librarian back-up support, as necessary, to nearby NAU facilities with no designated campus librarian
18. Performs other duties as assigned.

**Required Work Hours**
A minimum of forty hours per week, plus other hours as may be necessary to complete job duties. A combination of day, evening, and weekend hours may be required.

**Reporting and Supervisory Responsibilities**
1. The Librarian reports to the System Librarian and receives local supervision from the Campus Director.
2. This position has no supervisory responsibilities.

**Physical Requirements**
Applicants must be able to perform the essential functions of the position, with reasonable accommodations.

**Travel**
Periodic travel, including airline travel and overnight stays, may be required.

**Classification**
1. FLSA: Exempt
2. IPEDS: Librarians

*Note*: This position description does not list every activity, duty, and responsibility of the position and may be altered by the university at any time.

I have read and understand the foregoing position description, and I acknowledge and accept the responsibilities of the Librarian.

______________________________
Signature

______________________________
Date

______________________________
Print Name