Position Description
HDB Graduate School, Roueche Graduate Center

To apply, submit an employment application (click here for application), Resume and letter of interest to: System Librarian 5301 S. Highway 16, Rapid City, SD 57701

I. POSITION TITLE: Graduate Program Support Librarian (Part-time)

II. EMPLOYEE CLASSIFICATION: Professional

III. JOB CLASSIFICATION: Exempt

IV. ACCOUNTABLE/REPORTS TO: Senior Vice President of the Roueche Graduate Center and Dean, Master’s and Doctoral Programming; functional responsibility to the System Librarian

V. POSITIONS REPORTING TO THIS POSITION: None

VI. DUTY HOURS: Maximum of 20 hours per week. Some evening or weekend hours may be required.

VII. MINIMUM REQUIREMENTS:

EDUCATION: Master’s Degree in Library Science or equivalent from ALA-accredited library school required. A second masters is desirable.

EXPERIENCE: Requires at least one year experience in an academic setting, with experience at doctoral level preferred; experience as a graduate support librarian desirable. Knowledge of community college literature preferred.

PHYSICAL: Reaching, bending, keyboarding, dialing, writing, talking, seeing and hearing capability; ability to exert force to occasionally lift, move, and/or carry objects up to 10 lbs.

SKILLS EXPECTATIONS: Excellent written and oral communication and interpersonal skills; strong computer and organizational skills. Must take initiative, be a self-starter and be able to work independently. Must have knowledge of trends in provision of library services and information literacy initiatives; experience with electronic resource management and integrated library systems. Experience providing reference or library instruction in an academic library, course management systems, social networking technologies, remote authentication, resource linking, online course delivery, and other emerging technologies is preferred. Willingness to work a flexible schedule as required.

VIII. BASIC FUNCTION/PURPOSE OF THE POSITION: Responsible for the daily operation and services of the graduate school library in coordination with NAU system library
services in support of the mission of the university as defined by the university board of governors.

IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:

* A. Oversee all activities in the library in consultation with the Senior Vice President of the Roueche Graduate Center and Dean, Master’s and Doctoral Programming and the System Librarian.

* B. Maintain a local collection of library resources to support programs offered, including cataloguing, digitizing, and maintaining graduate library and community college leadership virtual library holdings. Develop and maintain cross-referenced resources, articles, abstracts, and links for doctoral courses.

* C. Act as a liaison between the system library office and the graduate faculty, students and administrators.

* D. Provide library orientation, training, instruction, information literacy assistance and ongoing support to the graduate campuses’ students, faculty, cohort coordinators, and staff via various methods including, but not limited to, doctoral orientations and dissertation support, LiveMeeting, virtual reference consultations, faculty in-services, library-related tutorial assistance, and other related support.

* E. Recommend and select resources that will improve the collection, provision, and function of library services using faculty and staff input in addition to subject specific collection development tools.

* F. Work with faculty, cohort coordinators, curriculum, and system librarian to obtain necessary copyright permission and attributions.

* G. Meet with ‘writing intensive’ faculty regularly to determine what library-related support is required for their classes and provide product or service to meet their needs.

* H. Work with D2L or future course management systems to best integrate library support into the distance and blended classes and support scaffolding of information literacy efforts.

* I. Investigate, implement, monitor & evaluate appropriate communication technologies that can enhance the distance library experience of students. This includes such things as social networking and mobile technologies.

* J. Evaluate services provided to the graduate students and recommend future direction to the graduate school Senior Vice President and System Librarian.

* K. Work with users and fellow librarians to identify training needs and support development of tutorials for various library needs.


* L. Plan, organize, coordinate, measure, and report work activities in response to Senior Vice President directions, in consultation with the System Librarian.

* M. Submit an annual report to the graduate school Senior Vice President; develop report in consultation with the System Librarian. Submit other reports as needed or requested.

* N. Monitor, and assist in developing, operating budget for the library.

* O. Promote and provide communication and advocacy of library services via appropriate campus tools (i.e.: e-mail, Facebook, campus newsletters, posters, portals, course management systems, etc.).

* P. Maintain & monitor the library’s collection of books, journals, documents and other materials following established procedures.

* Q. Facilitate interlibrary loan requests for students, faculty and staff.

* R. Maintain currency in issues relevant to graduate programs.

* S. Attend and contribute meaningfully to system-wide campus librarian meetings and appropriate graduate meetings.

* T. Facilitate, integrate, support, and actively participate in system-wide library-related and appropriate graduate initiatives.

* U. Collaborate to implement system-wide library-related strategies in support of library goals and objectives.

* V. Provide limited assistance and Ask-A-Librarian back-up support, as necessary, to nearby NAU facilities with no designated campus librarian.

W. Other duties as may be assigned by the graduate school Senior Vice President in consultation with the System Librarian.

**X. COOPERATIVE RELATIONSHIP WITH THE FOLLOWING:** System Librarian; Dean, HDB Graduate School Operations; students, faculty, cohort coordinators, staff, and administrators of NAU; Program Coordinator, Nursing MSN Students; Librarians of the NAU library system; and state and national libraries.

**XI. LIMITS OF AUTHORITY:** As defined by the policies, procedures and practices of the University and/or the university president.

National American University reserves the right to alter this position’s job description/job duties to meet the needs and goals of the organization.

* Denotes essential duties of the position.