Systems & Electronic Resources Librarian

Summary: The Systems & Electronic Resources Librarian monitors and supports all library systems operations, including the integrated library system and other electronic systems and products. In addition, this position provides leadership in acquisition and management of licensed and subscribed content for discovery and access. Reporting to the director of the library, the incumbent will successfully manage operations for acquiring, licensing, and accessing all electronic resources. The Systems & Electronic Resources Librarian oversees development of digital assets for the university library. The Systems & Electronic Resources Librarian serves as library liaison to selected academic majors and programs, teaches information literacy at the undergraduate and graduate levels, and regularly works at the information desk. *This position is exempt from provisions of the Fair Labor Standards Act (FLSA) and is not eligible to earn overtime pay or compensatory time off for additional hours worked.*

Essential Duties and Responsibilities

- Manage the full life cycle of library electronic resources including maintaining relationships with vendors, setting up trials, creating purchase orders for new and/or recurring databases, submitting invoices for payment, listing resources on the library website, setting up and troubleshooting off-campus access, system administration for several database platforms, and generating statistical data on library database usage. In addition, manage the library's discovery layer (Summon) adding and maintaining database packages, making changes to the user interface, the journal portal (360 Core), and the link resolver (Link 360).
- Manage integrated library system (Koha) and make all system changes or upgrades to authorized values, parameters, and global system preferences including circulation rules. Upload and overlay library patron records and customize user permissions for library staff and student assistants. Create reports and monitor regular record ingestions/deletions from Koha to discovery layer (Summon). Maintain ongoing serial entry into Web OPAC. Additionally, serve as system administrator for library's interlibrary loan platform (Tipasa) and provide backup for interlibrary loan processing one day a week and on an as needed basis.
- Serve as library liaison to one or more academic majors/programs. Provide research assistance to students and instruction informed by ACRL guidelines for information literacy, create and maintain research guides, tutorials, and other instructional materials, and maintain regular communication with faculty and administrators in assigned departments.
- Provide additional public services and outreach. Work regular shifts at the information desk. Provide library instruction, tours, and orientation for groups as needed. Represent the library at university events. Participate fully in library assessment projects.
- Provide support for library patrons in makerspace rooms to learn a range of presentation, sound recording (music & podcast), and video skills. Work with University Information Technology Services to maintain and upgrade makerspace equipment, hardware, and software.
- Maintain understanding and current knowledge developments in the field of librarianship. Serve on institutional and regional committees, and in other capacities. On an annual basis, takes part in professional development activities.

Non-essential Duties

- Other duties as assigned to meet university and department goals.

Experience, Knowledge, and Skills Requirements:

- ALA-accredited Master of Library and Information Science degree, or equivalent combination of education and experience required.
- Experience working in an academic library required.
- Knowledge of integrated library systems, database management, content management systems (Springshare products), common operating systems, and multimedia training tools.
- Knowledge of acquisitions processes related to electronic resources, and familiarity with selection, budgeting, vendors, and content providers.
- Experience or coursework in licensing and managing access to electronic resources.
- Knowledge of evaluation, assessment, and planning methods and strategies related to electronic resources and other systems, including compiling, and managing usage statistics.
- In-depth knowledge of Microsoft Office, Word, and Excel and ability to quickly learn and apply knowledge to improve procedures and processes.
- Friendly demeanor with excellent interpersonal skills and ability to interact in an empathetic and positive manner.
- Commitment to equitable access to expertise, support, and resources for all constituencies (students, faculty, staff, visitors).
- Excellent organization and follow-through skills to ensure achievement of objectives within established timeframes, working independently and as a member of a team.
- Attention to detail and ability to meet scheduling expectations.
- Ability to remain calm and resourceful in stressful situations.
- Solid problem-solving skills and the ability to analyze components and arrive at a logical course of action.
- Ability to use absolute discretion when dealing with sensitive, confidential materials; familiarity with FERPA a plus.

Application Process

Qualified candidates should submit the documentation listed below via email to **hr@queens.edu** in (.doc) or (.pdf) format. Incomplete applications will not be considered. Queens will continue to accept applications until the position is filled. **Include the following:**

1. A cover letter addressing the position qualifications and experience
2. Current CV or résumé
3. Salary requirements
4. Contact information for three professional references.
   Be sure to include "**EL-SERL**" and **YOUR NAME** in your email Subject Line.
   (**Example**: EL-SERL Shawn Mullin)

QUEENS UNIVERSITY
of ——— CHARLOTTE

About Queens University of Charlotte

Located in the heart of the nation's second fastest growing metropolitan area, Queens University of Charlotte leverages the city's diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non- profit, and community organization sectors.

Physical Requirements *(with or without reasonable accommodation)*
- *Visual Abilities*: Read reports, create presentations, and use a computer system.
- *Hearing*:   Hear well enough to communicate with co-workers, vendors, and students.
- *Dexterity, Grasping, Feeling*: Write, type, and use the telephone, copier, and computer systems.
- *Mobility*: Open files and operate office machines; move between departments and attend meetings across campus.
- *Talking*: Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- *Lifting, Pulling, Pushing:* Exert up to 20 pounds for force occasionally, and/or up to 15 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Work Conditions
- Work in an office environment, involving contact with students, faculty, staff, service providers and vendors.
- Work has deadlines, multiple interruptions, high volume, and may be stressful at times.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.