**OER & CURRICULUM SUPPORT LIBRARIAN**  
**College Wide**

**Job Announcement**

Northshore Technical Community College is accepting applications for a full-time, unclassified position domiciled at Connect to Success Program – Southeastern Louisiana University North Campus – NTCC Instructional Service Center.

Applications will be accepted until position is filled, with preference being given to those received on or before July 18, 2019.

All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.

To apply please submit: (1) a letter of application, (2) a resume and (3) official transcript to:

Attention: Hiring Manager  
Northshore Technical Community College  
65556 Centerpoint Boulevard  
Lacombe, LA 70445  
Telephone number: 985-545-1262  
Email: resumes@northshorecollege.edu

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**JOB SUMMARY:**

This is a 12-month position responsible for leading Northshore Technical Community College's Open Educational Resources, Textbook Affordability initiatives and textbook adoptions and implementations and will be responsible for overseeing home campus library services as well as assist at other libraries as needed

- The librarian is responsible for providing library services independently and to perform complex, highly specialized, technical tasks to facilitate and support library site operations and academic programs
- Incumbents are responsible for overseeing daily operations of the library and support library policies and administrative functions
- The librarian assists patrons in finding appropriate resources and responds to questions related to circulation policies and procedures
- The librarian maintains monthly and annual statistical reports
- The librarian is required to have full proficiency in all technical aspects of work assignments including knowledge of library collection organization and classification scheme and the ability to interpret bibliographic records; ability to resolve highly complex problems related to the use of bibliographic records; ability to create and edit problematic bibliographic entries for the library online automated system, Sirsi Symphony, using accepted library standards and procedures
- The librarian must have a strong understanding of how to access electronic resources and assist students, faculty and staff in the use of such resources
As part of the library team, the librarian is responsible for assisting with the maintenance of library technology platforms and for ensuring timely and reliable access to holdings via the library’s discovery tools (EDS)

In collaboration with other librarians, the librarian will support academic research for students and faculty by participating in instruction and reference, the creation of LibGuides and collection development activities.

**OER/Curriculum Support Specialty Area**

- Educate the campus community on open licensing, OER, and affordable textbook alternatives.
- Work with a diverse group of faculty, staff, administrators, and students to implement OER and affordable textbook alternatives across the curriculum.
- Assist the Director of Library Services in collection development, particularly with finding library resources able to serve as affordable textbook alternatives.
- Assess and report on OER and affordable textbook alternatives efforts to administration and other interested parties.
- Remain up to date with OER and affordable textbook alternatives trends through professional development.
- Develop policies for OER and affordable textbook alternative efforts.
- Recommends and implements changes in library policies and procedures.
- Work the library circulation desk during scheduled shifts.
- Serve on standing and ad hoc committees as requested.
- Performs related work as required by circumstances or as directed.
- Under the direction of the Library Director, manage the textbook adoption process, including communication with Associate Provosts and department heads; keep records of all textbooks and serve as college liaison for the online bookstore, Canvas textbook vendors (such as Pearson and Redshelf) and ensure that all textbook adoptions are available for student access and college review

**Qualifications:** Master’s required. OER and academic library experience preferred.

**Experience:** Experience in an academic, school or research library setting with a working knowledge of electronic resources management. Familiar with bibliographic utilities, such as OCLC, an integrated library system (SirsidiDynix Symphony or Enterprise), and a library discovery system (EDS). Fluency with Microsoft Office products and a strong proficiency with spreadsheet and database applications is required; must have strong analytical and problem-solving skills. Must have working knowledge of link resolvers, library discovery systems, Open URL syntax, HTML, XML, and database design and function. Comprehensive knowledge of electronic resources, vendors of information services and resources and serials industry is essential. Thorough knowledge of acquisitions procedures preferable. Must be able to read, interpret, and apply policies, procedures, and practices. Must be capable of handling multiple priorities, making independent decisions, and resolving problems. Position requires a detail-orientation with a commitment to thorough and accurate work. The ability to work effectively with others and with little supervision is essential.

**Knowledge, Skills, and Other Characteristics:**
- Works independently and takes initiative to successfully execute work responsibilities.
• Experience with Creative Commons licensing

Proficiencies
• Basic knowledge of national standards and guidelines pertaining to libraries, including working knowledge of institution's standards pertaining to copyright and intellectual property protection and the ability to source and apply such policies and standards to avoid potential violations
• Full proficiency in the use of automated library system(s) and subsystem(s) pertaining to functional areas
• Familiar with online database research for purposes of instruction for students/faculty/staff
• Demonstrates problem solving and research skills to address standard and non-standard work problems
• **Demonstrates ability to compile and present information in an organized manner**
• Ability to edit problematic bibliographic entries for libraries online automated system using
• Knowledgeable about library standards and policies
• A working knowledge of and operates computer software, i.e., Word/PowerPoint/Excel, etc. to produce reports and printed materials as required and assist patrons
• Assists with collection development
• Recommends and implements changes in library policies and procedures
• Assists in planning and conducting training programs or workshops, both internally and externally
• Serves on standing committees
• Effective communication and interpretive skills to be able to assist in resolving patron problems and complaints, assess patron information needs, and orient and guide patrons in use of library resources
• Strong written and verbal communication skills to be able to prepare internal library reports and written and visual presentations on library resources and present them to library patrons, including students
• Thorough knowledge of online databases, system and resources, including the ability to perform complex online searches

Reference - Provide reference assistance to patrons in person, over the telephone, or online.

**Cataloging and Bibliographic Control** – Have a working knowledge of cataloging and how bibliographic records are created in library management systems

**Strategic Thinking** – Keeps the College’s strategic objectives in mind when developing and contributing to plans and initiatives for own area of responsibility. Makes informed decisions based on a clear understanding of the impact and consequences involved.

**Change Adaptability** – Stays focused on own work and responsibilities in a changing work environment. Is able to quickly reprioritize to ensure resources (e.g., systems, tools, resources, etc.) are in place to achieve change objectives. Responds positively and is supportive of change initiatives.

**Communication and Networking** -
Articulates thoughts clearly and is able to offer logical arguments to gain acceptance of an idea in a positive manner. Consistently communicates to work group and/or supervisor ensuring that
everybody is well informed. Proactively builds informal networks at own level and uses them to drive results within own work group.

**Drive for Results** – Actively supports the continuous improvement of policies to reduce inefficiencies and better achieve goals. Respectfully holds people accountable for the quality of their work and minimal errors. Strives to achieve challenging goals and works through obstacles.

**Talent Development** – Sets appropriate targets and provides open and constructive feedback to work group. Shares growth opportunities within the college and motivates team to build on the capabilities required to progress. Proactively spends time with work group to build rapport. Actively resolves problems within own work group.

**Experience:** Experience in an academic, school or research library setting with a working knowledge of electronic resources management. Familiar with bibliographic utilities, such as OCLC, an integrated library system (SirsiDynix Symphony or Enterprise), and a library discovery system (EDS). Fluency with Microsoft Office products and a strong proficiency with spreadsheet and database applications is required; must have strong analytical and problem-solving skills. Must have working knowledge of link resolvers, library discovery systems, Open URL syntax, HTML, XML, and database design and function. Comprehensive knowledge of electronic resources, vendors of information services and resources and serials industry is essential. Thorough knowledge of acquisitions procedures preferable. Must be able to read, interpret, and apply policies, procedures, and practices. Must be capable of handling multiple priorities, making independent decisions, and resolving problems. Position requires a detail-orientation with a commitment to thorough and accurate work. The ability to work effectively with others and with little supervision is essential.

**Reports To:** Director of Library Services

This position may require travel among campus locations

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**Northshore Technical Community College is an Equal Opportunity Employer**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.