

LEARNING COMMONS OUTREACH LIBRARIAN

Lacombe Campus

Job Announcement

Northshore Technical Community College is accepting applications for a full-time, unclassified position domiciled at the Lacombe Campus.

Applications will be accepted until position is filled, with preference being given to those received on or before July 1, 2021.

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 (for a transcript to be considered official, it must be sent directly from the school to Human Resources. It may be sent by mail or e-script) to:

Attention: Hiring Manager
Northshore Technical Community College
65556 Centerpoint Boulevard
Lacombe, LA 70445
Telephone number: 985-545-1215
Email: resumes@northshorecollege.edu

Job Summary:

The Learning Commons Outreach librarian works under the general direction of the Library Director, performs professional administrative duties that include daily operations of the Lacombe Learning Commons and overseeing the Sullivan Campus Learning Commons. This position provides leadership in library outreach and communication strategies designed to inform, engage, and build relationships with campus and community partners. The librarian will promote Learning Commons/library resources, services, and programs to create awareness and engagement with the students, faculty and staff, and the integration of the library into teaching and learning at NTCC.

The Learning Commons Outreach Librarian is expected to demonstrate and maintain competence in each of the following areas throughout employment at the College.

QUALIFICATIONS:

Minimum Requirements: Master of Library Science degree from an American Library Association (ALA) accredited institution. Demonstrated ability to work successfully with others as well as independently. Commitment to professional development in the areas of librarianship, professional activity, and service.

Preferred: Experience in outreach, creating or managing events or programming.

Characteristic Duties and Responsibilities

Mastery of Subject Matter

- Demonstrates a thorough and accurate knowledge of the field of library and information science
- Interprets and evaluates the theories of library and information science
- Connects library and information science with related fields and the college curriculum
- Stays current in the subject matter through professional development, involvement in professional organizations and attendance at professional meetings, conferences or workshops when possible

Job Responsibilities Include:

- Creates and coordinates outreach and programming opportunities, collaborates with campus stakeholders, and participates in campus events. Leads outreach efforts by identifying and developing strategies to enhance perceptions of the Learning Commons and engagement with its resources, services, and programs.
- Coordinates all Learning Commons communications to the NTCC community and external audiences to promote and deliver information about the Learning Commons and its brand. Manages the Learning Commons' social media and online presence.
- Develops a marketing strategy that promotes Learning Commons/library resources and services to students, faculty, staff, and external audiences. Collaborates with library staff and campus partners to deliver, integrate and assess the impact of Learning Commons messages and brand.
- Co-manages the NTCC Bookstore, assisting the OER librarian with day-to-day bookstore queries and textbook access issues.
- Serves as the liaison to the general education faculty, technical program instructors and dual enrollment partners. Collaborates with faculty in the areas of collection development, instruction, research assistance, and access to collections and information.
- Assists with hiring and supervision of library staff, including but not limited to Federal Work Study and/or SGA student volunteers
- As a member of a collaborative library team, manages the day to day operations of the Lacombe Learning Commons & oversees the Sullivan Learning Commons, contributes to library committees and activities, and participates in local, state, regional, and national professional organizations
- Performs related work as required by circumstances or as directed.

Proficiencies

- Exhibits excellent communication and customer service skills
- Has knowledge of computer, office applications and library-related software
- Demonstrates strong interpersonal skills in communication with students, colleagues, staff and administration
- Ability to successfully maintain performance of assigned duties and responsibilities to achieve the desired outcome
- Ability to interact in a positive, effective manner with coworkers, Library Director, students, faculty and staff
- Ability to perform with a minimum of supervision, to work collaboratively in a team environment, and to demonstrate professional standards, good judgment, dependability, and timeliness in work environments
- Ability to adapt to multiple demands and changing priorities, to learn, and be willing to embrace change. Remains flexible.

- Travel will be required to the various NTCC Campuses

Other Duties as Assigned

- Other duties as assigned

SPECIAL SKILLS AND ABILITIES: 1. Knowledge, Skills, and Abilities: Must be able to communicate effectively in both written and verbal form. Must have the ability to follow instructions and prepare accurate paperwork. Must maintain confidentiality of work-related information and materials. Comprehensive knowledge of standard office practices, procedures, equipment, and techniques; knowledge of adult learning techniques. Knowledge of: managerial principles; student services administration principles and practices at post-secondary institutions; records maintenance principles and practices; budgeting principles and practices; program management principles; higher education principles and practices. Demonstrated skill in: mediating conflict; supervising and providing leadership to subordinate staff; developing, recommending, implementing, and monitoring policies, procedures, and work flow; developing and facilitating information sessions, presentations, and/or workshops; preparing a variety of reports related to departmental activities, including statistical analysis; developing and managing a budget; evaluating assigned programmatic area for compliance with applicable regulations; speaking in public; coordinating the preparation and publication of a variety of reports and/or promotional materials; conducting research to identify solutions, resolve problems, or provide information; working with diverse academic, cultural and ethnic backgrounds of community college students and staff; utilizing computer technology for communication, data gathering and reporting activities; communicating effectively through oral and written mediums. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. 2. Computer Skills: Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.). 3. Software Used: Experience with and knowledge of computer operation; knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.), student information systems, and database applications.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation.

INTERPERSONAL SKILLS: Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is generally performed in an office environment with frequent interruptions and irregularities in the work schedule. Learned physical skills is required for keyboarding. Frequent walking, standing, or sitting may be required. Working hours may vary and occasional evening or weekend work is required. No special coordination beyond that used for

normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

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.