

OER & CURRICULUM SUPPORT LIBRARIAN

Hammond Area Campus

Job Announcement

Northshore Technical Community College is accepting applications for a full-time, unclassified position domiciled at the Hammond Area 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:

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 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.
- Serve on standing and ad hoc committees as requested.
- Performs related work as required by circumstances or as directed.
- Manages 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:

Required: Master's in Library Science or equivalent from an ALA-accredited institution. OER and academic library experience preferred. Experience with and/or willingness to learn bookstore operations and textbooks adoptions process. Demonstrated ability to work successfully with others as well as independently.

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.

Travel – This position may require travel among campus locations.

Other Duties as Assigned – This position will be expected to perform other duties as assigned by leadership.

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.