JOB POSTING
OFFICE OF HUMAN RESOURCES
January 13, 2021

POSITION: Electronic and Media Resources Librarian

DEPARTMENT: Library

DIVISION: Academic Affairs

HOURS: Exempt, Full-Time, 35 hours per week, Mon-Fri, 8:30 a.m. to 4:30 p.m.

Note: As a member of our exempt work force there could be occasions when a commitment beyond the normal workweek may be required.

Reporting to the Library Director, the Electronic and Media Resources Librarian (EMRL) is responsible for the day-to-day management of the Library’s electronic resources: databases, e-books, e-journals, access and discovery tools, LibGuides, and EZproxy configuration. The EMRL takes part in the acquisition, development, and supervision of the media collections in physical and digital formats, to include use of media materials and collections by students, faculty and staff with special emphasis on curricular uses of media; and anticipates technology/format migrations and upgrades and identifies older materials for conversion and preservation. The EMRL works with faculty to integrate information literacy skills and library resources into the College curriculum. Provides media and digital-related library instruction and assistance to users at the Media service desk and in select classes in the online programs. Supervises and trains clerical staff and student assistants, and participates in planning, collection development, outcomes assessment, College committees, and professional development.

ESSENTIAL JOB FUNCTIONS:

- Manages the NYCC library journal collection through EBSCO, our primary serials vendor, and other vendors as required.
- Manages the Library’s online database links in an MS Access database.
- Enters data and links for electronic and print subscriptions for Publication Finder.
- Updates and maintains remote access and authentication products, ensuring electronic subscription links work on and off campus and subscription dates and titles are accurate.
- Maintains the online list by incorporating changes as they occur.
- Monitors EZproxy for optimal use for remote user authentication.
- Updates and maintains the online content management system LibGuides.
- Updates DOCLINE holdings data.
- Prepares documentation and training tools and participates in delivery of faculty and staff training sessions.
- Creates, maintains, and/or updates cataloging records for electronic, media, and print materials within international, national, and professional standards.
• Performs original cataloging of print and non-print materials according to local, state, and national standards (AACR2, National Library of Medicine Classification, Medical Subject Headings, Chiropractic Subject Headings, MARC formatting) to add to the Library’s catalog database.
• Provides expertise to patrons regarding the retrieval of information from the library’s eresource collections and via the library’s online catalog.
• Monitors and responds to online discussions and questions as the Embedded Librarian in D2L in all classes on a timely basis.
• Supervises and trains support staff and student workers.

ESSENTIAL DUTIES/RESPONSIBILITIES:

• Collaborates with faculty, librarians and instructional technologists to identify, implement and promote innovative online tools and services, for both on-campus and distance users.
• Along with other librarians, provides reference and information literacy services to students and faculty, with special focus on distance learning.
• Collaborates with the Director and the Reference Services Librarian to identify new and creative ways to enhance student learning and information literacy skills, and actively engage faculty in creation of course- and curriculum-integrated web resources.
• Leads a collaborative effort in design, development, and maintenance of the library’s web services, including library web site, social media outlets and information resource guides.
• Creates and coordinates online tutorials and other digital learning objects for Information Literacy instruction of on-campus and distance learners.
• Facilitates assessment and use of analytic tools to gather, report, and evaluate web statistics and data.
• Maintains current awareness of professional practice and commitment to personal career development activities.
• Participates in college governance and campus activities through Faculty Senate and other college committees, task forces, and teams.

WORKING ENVIRONMENT AND CONDITIONS:

• Sufficient vision, hearing or other powers of observation and communication are essential to permit the employee to read, sort, and shelve library materials, communicate with patrons and co-workers, and maintain patron and information records. The employee must be able to move, shelve and retrieve library materials from high and low settings. Requires stooping, bending, stretching, pushing cartloads of books, supplies, etc. up to 40 lbs., and lifting up to 25 lbs. of books. Perform assigned duties in a clean, ventilated, lighted and temperature-controlled office environment. Perform duties in a positive, professionally growth-based environment.

QUALIFICATIONS REQUIRED:

• Master’s degree in Library Science from an ALA accredited institution.
• A minimum of one (1) year work experience in an academic library setting.
• Working knowledge of integrated library systems, electronic resource management, authentication software, social networking technology, database administration, online course delivery, and media cataloging.
• Ability to analyze and resolve complex problems.
• Ability to work independently and as part of a team.
• Ability to balance multiple projects and set priorities in a time-sensitive environment.
• Strong customer service focus.
• Excellent communication skills.
• Experience effectively leading and supervising employees.
If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@nycc.edu

* Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.

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