



Assistant or Associate Professor, Assistant Access Services Department Head and Interlibrary Loan Librarian—Search #67573
Zach S. Henderson Library/Access Services Department

The Department of Access Services in the Zach S. Henderson Library invites applications and nominations for the position of Assistant Department Head and Interlibrary Loan Librarian. This position is located on the Statesboro campus and carries faculty rank at either the assistant professor or associate professor level.

In January 2017, the University System of Georgia Board of Regents voted to consolidate Armstrong State University and Georgia Southern University. The new, 27,000-student university will be named Georgia Southern University with campuses in Savannah, Statesboro, and Hinesville. The expected timeline for the first entering class will be fall 2018. Complete details are available at <http://consolidation.georgiasouthern.edu/>.

Within this setting, the Zach S. Henderson Library's mission is to support the University by providing access to information, collections, and services designed to meet the scholarly needs of the University. In addition, the Library promotes independent lifelong learning, employs a learner-centered service ethic, and ensures a comfortable and secure study environment. The Interlibrary Loan Librarian plays a pivotal role in the library's mission, working in a collaborative team environment to facilitate discovery and access to information resources for the student, researcher and scholar alike.

Position Description: Reporting to the Head of the Access Services Department, this position acts as the primary contact person for Access Services activities in the absence of the Department Head and serves as the day-to-day coordinator for the Interlibrary Loan Department. The Librarian will directly supervise three full-time Interlibrary Loan assistants and the Interlibrary Loan students. This person also assists in the hiring, training, and scheduling of personnel in the Access Services department as a whole, including the Circulation desk personnel. The Assistant Department Head will work closely with the Department Head to coordinate projects involving Access Services and Interlibrary Loan plus other duties as assigned. Works independently with minimum supervision, exercises independent judgment, consults and makes decisions or recommendations regarding the daily functioning of the Access Services operation. The successful candidate will positively represent the University in professional, community, and state organizations by actively participating in professional development and continuing education; serving on Library and campus committees; and actively participating in professional activities; and performing other duties as assigned.

Required hours: M-F, occasional nights and weekends, shift hours are subject to change.

The position is a fiscal year (12 month) tenure-track appointment with the rank of assistant professor or associate professor, and the salary is competitive and commensurate with qualifications and experience, minimum is \$52,500 per year.

Required Qualifications:

- Earned ALA-accredited master's in Librarianship, or foreign equivalent, by July 1, 2018.

- Equivalent of three years performing work relevant to the position in a library.
- Excellent written and verbal communication skills.
- Demonstrated leadership and management skills.
- Excellent organizational skills, including ability to maintain records with great attention to detail.
- Self-motivated, flexible, and capable of working independently with a minimum of supervision.
- Ability to analyze, evaluate, and solve problems, and improve services, policies and procedures.
- Minimum of five years full-time experience as an academic librarian is required for the rank of associate professor along with a strong record of research and service with substantial publications and presentations in professional venues.
- Must be authorized to work in the United States for the duration of employment without assistance from the institution.

Preferred Qualifications:

- Equivalent of five years performing work relevant to the position in a library.
- At least one year of management experience.
- At least one year of experience managing an Interlibrary Loan unit.
- Experience using ILLiad, Worldshare, or Tipasa for Interlibrary Loan and experience using Alma & Primo.
- Demonstrated troubleshooting and problem-solving skills.
- Excellent computer skills, including knowledge of Microsoft Word/Excel, and Google Suite.
- Capable of working with minimum supervision; ability to make decisions independently within the framework of departmental and library goals, policies and procedures.
- Experience marketing library services to campus stakeholders.
- Experience instructing users in requesting materials, utilizing different library request interfaces.
- Demonstrated commitment to promoting and enhancing diversity.

Screening of applications begins July 6, 2018, and continues until the position is filled. The starting date is negotiable. A complete application consists of a letter addressing the qualifications cited above; an original essay of two or three paragraphs on the role of Access Services in today's academic library; a curriculum vitae; and the names, addresses, telephone numbers, and email addresses of at least three professional references. Other documentation may be requested. Only

complete applications submitted electronically will be considered. Finalists will be required to submit to a background investigation. Applications and nominations should be sent to:

Jessica Garner, Search Chair, Search #67573
Georgia Southern University
Electronic mail: jgarner@georgiasouthern.edu

More information about the institution is available through <http://www.georgiasouthern.edu> or <http://library.georgiasouthern.edu/faq/employment>. Georgia Southern University seeks to recruit individuals who are committed to working in diverse academic and professional communities and who are committed to excellence in teaching, scholarship, and professional service within the University and beyond. The names of applicants and nominees, vitae, and other non-evaluative information may be subject to public inspection under the Georgia Open Records Act. Georgia Southern University is an Affirmative Action, Equal Opportunity institution. Individuals who need reasonable accommodations under the ADA to participate in the search process should contact the Vice Provost.