

## Position Vacancy

**Position:** Public Services Librarian  
**Reports to:** Director of Library Services

### Description:

The Public Services Librarian will champion information literacy improvements on campus through a combination of creativity and data-driven decisions. We are looking for someone to lead a small team of librarians in providing bibliographic instruction and outreach and to be responsible for developing effective strategies for enhancing and assessing our reference services. This position requires project planning skills as well as the ability to work independently.

### Duties & Responsibilities:

1. Supervise all aspects of circulation, including policies, assessment and report writing.
2. Coordinate Information Literacy Instruction including scheduling, teaching and assessment.
3. Develop structure and content for some library web pages, including course-specific resource pages, and a library news feed.
4. Manage library social media presence.
5. Implement our pilot faculty-liaison programming.
6. Create educationally and institutionally relevant programs and events.
7. Identify ways to improve the user experience.
8. Use print and electronic resources to assist patrons with reference help.
9. Coordination and assessment of reference.
10. Share evening and weekend hours.
11. Other duties as assigned.

### Requirements:

1. MLS degree from an ALA accredited library school, must be awarded by May, 2012; Academic library and/or Post-secondary teaching experience preferred.
2. Experience with Microsoft office suite, web editing software, experience using Sirsi ILS software, and image editing software such as Photoshop preferred.
3. Ability to integrate electronic information into all aspects of reference and library instruction services and have a strong familiarity with academic resources.
4. Interest in working with patrons in one-on-one and group situations.
5. Strong personal service philosophy and solid interpersonal and communication skills.
6. Desire to share the varied workload of a small college in a team atmosphere.
7. Ability to carry 25 lbs. 200 yards.

### To Apply:

1. Internal applicants may submit a letter of application to the Human Resources Office.
2. External applicants may submit a letter of intent, resume and contact information for three professional references to: Director of Human Resources, Paul Smith's College, PO Box 265, Paul Smiths, NY 12970. Application materials may be faxed to: 518-327-6161, or emailed in Word format to: [hr@paulsmiths.edu](mailto:hr@paulsmiths.edu)
3. Review of applications will begin immediately. Position will remain open until filled.

*Paul Smith's College values diversity in the College community and seeks to assure equal opportunity through its continued Affirmative Action program. EOE/AA/M/F/D/V*