

Electronic Resources Librarian
Reese Library – Augusta State University

Reese Library at Augusta State University invites applications for a part-time faculty position beginning in fall 2009. This is currently a 30 hour-per-week position.

Responsibilities:

- Perform local administration functions for electronic resources, including connection to and configuration of vendors' interfaces
- Stay current on issues and developments related to electronic resources
- Maintain electronic resources holdings menus in GALILEO, the University System of Georgia's statewide library information system
- Provide leadership in choosing system for e-journal access, within requirements set by GALILEO and other statewide projects
- Use Serials Solutions or other service to maintain library's e-journal holdings through the library web site
- Work with library technical services in maintaining electronic resources holdings in GIL (Voyager online catalog)
- Recommend new databases and strategies to improve the library's electronic resources in accordance with the library's Electronic Resources Collection Development Policy
- Work with vendors of electronic resources regarding trials, contracts and licensing, and e-journal interfaces
- Maintain appropriate parts of the library's electronic resources management spreadsheet
- Maintain Reese Library web pages which relate to electronic resources
- Generate electronic resources usage reports needed for library assessment
- Project costs relating to electronic resources for the coming year
- Serve as primary library contact for users of all databases provided by Reese Library
- Instruct patrons on how to use electronic resources and publicize this service
- Participate in the general Library Instruction Program
- Work at the Reference Desk approximately 5-8 hours per week
- Contribute to the weekend reference desk rotation along with library faculty/part-time librarians
- Participate in appropriate professional development activities

Qualifications:

- American Library Association (ALA)-accredited Master's degree
- Demonstrated knowledge of library electronic resources
- Experience in a related position preferred
- High level of competency with computers and Microsoft Office software, including Excel and Access
- Commitment to and enthusiasm for reference service and library instruction
- Ability to establish and maintain effective working relationships
- Excellent oral and written communication skills
- Demonstrated ability to efficiently manage multiple projects and priorities

Salary/Rank/Benefits:

- Salary and rank commensurate with qualifications and experience
- Anticipated salary range: low 30's
- Benefits of the University System of Georgia
- Non-tenure track (all full-time ASU librarians are tenure track)

Augusta State University: see the university's website at <http://www.aug.edu>

Application Process: Applicants should submit a letter of application addressing the above responsibilities and qualifications; a curriculum vitae; unofficial copies of undergraduate/graduate transcripts (official copies will be required of those chosen for an interview); and the names, addresses, e-mail addresses, and telephone numbers of three professional references. Please forward these items to: Electronic Resources Librarian Search Committee, c/o Camilla B. Baker, Reese Library, Augusta State University, 2500 Walton Way, Augusta, GA 30904.

Deadline: Full consideration given to complete application packages received by August 17, 2009.

Augusta State University is an equal opportunity/affirmative action employer.