POSITION OPEN
The following position is posted as an invitation for qualified individuals to apply.

Job Title:  PUBLIC SERVICES LIBRARIAN
Department:  Library
Reports To:  Director of Library, IT Services & Learning Support Services
Hours:  Full-time, 12-month position

PRIMARY RESPONSIBILITIES:
● Provides basic and in-depth reference services to in-resident, online undergraduate and graduate students
● Coordinate library instruction programs by developing, revising and presenting bibliographic instruction for a wide range of subjects and skill levels
● Develop content for and maintain the library website
● Share in staffing the library during evening and weekend hours
● Participate in managing the library’s electronic resources
● Collect and analyze data on the use of library services and resources
● Assist in coordinating the A/V Media program
● Participate in collection development and management
● Collaborate with other library staff members in proposing new initiatives and policies
● Assist as needed in providing students with computer services orientations
● Assist the Calhoun Learning Center in programming and presenting skills workshops
● Active engagement in College life
● Interprets Library policies and supervises operations in the absence of the Director
● Assist with the supervision of IT Student Help Desk Assistants

QUALIFICATIONS:
● ALA-approved Master’s degree
● Library experience in an academic setting
● Ability to integrate electronic information into all aspects of library instruction
● Proven skills working with a diverse clientele
● Willingness to share the varied workload of a small college library working in close cooperation with entire Library Staff

APPLICATIONS FOR THIS POSITION ARE ACCEPTED UNTIL POSITION IS FILLED.

Green Mountain College is committed to increasing diversity among campus employees and is an Equal Opportunity Employer. Qualified minority and female applicants are encouraged to respond.

If you believe that you meet the above qualifications, please submit a resume to Janie Evans in the Human Resource Department:
Fax: 802-287-8327, Email: employment@greenmtn.edu
Mail: GMC, 1 Brennan Circle, Poultney, VT 05764