

Access Services Librarian

Hunter Library seeks an innovative Access Services Librarian to integrate and manage Hunter Library's Main Circulation Desk, Course Reserves, Curriculum Materials Center/Maps, and Interlibrary Loan/Document Delivery. This new position will provide leadership, organization, and management of all library service desks associated with these areas (with the exception of Reference and Special Collections). Position duties include planning, coordinating, developing, interpreting, and implementing policies and procedures, as well as promoting quality services provided by the Access Services Unit. Major responsibilities involve integrating existing service areas; facilities management, including building security and making recommendations on space utilization; scheduling, supervising, training, and evaluating ten or more support staff members; coordinating access services with remote locations and distance education programs; and collecting and analyzing user statistics. The library environment is one that values collaboration and broad engagement in library-wide decisions and initiatives. The incumbent may participate in reference, instruction, or collection development activities. This is a Unit Head position reporting directly to the University Librarian.

Required qualifications

- M.L.S. degree, or its equivalent, from an ALA-accredited library school
- Minimum one year experience in circulation
- Minimum of three years of library managerial and supervisory experience
- Strong commitment to customer relations
- Strong interpersonal and excellent written and oral communication skills
- Initiative and ability to collaborate with others
- Ability to meet tenure and promotion requirements

Preferred qualifications

- Demonstrated knowledge and experience with current and emerging trends and technologies related to circulation, reserves, interlibrary loan and document delivery systems
- Experience with Ariel, Clio, OCLC Resource Sharing, and Innovative Interfaces integrated library system
- Demonstrated abilities in space planning
- Experience with managing building security
- Preference will be given to applicants with interlibrary loan and/or document delivery

experience

Salary and rank are commensurate with qualifications. Minimum salary is \$45,000. This is a twelve-month, tenure-track position with a generous 24 days of vacation leave annually. Choice of retirement plans includes Fidelity, Lincoln, TIAA-CREF, VALIC, or the North Carolina State retirement system.

Hunter Library shares an online catalog with two other university libraries that comprise the Western North Carolina Library Network. Western Carolina University is one of the 16 senior institutions of the University of North Carolina and is an affirmative action, equal opportunity employer. Western is a fast growing, regional comprehensive university with approximately 8,700 students. The university is located in one of the major recreational areas in the Southeast, situated between the Great Smoky Mountains and the Blue Ridge Mountains. While in a rural setting, the university is only one hour from Asheville and three hours from Atlanta and Charlotte.

Please submit letter of application, resume and names and telephone numbers of three references to:

Chair, Access Services Librarian Search Committee
Hunter Library
Western Carolina University
Cullowhee, NC 28723

Review of applications will begin immediately and will continue until the position is filled.