

Librarian

Helena College University of Montana a comprehensive two-year college, provides access to and support of high quality lifelong educational opportunities for our diverse community. Helena College is seeking qualified applicants who wish to become part of a dynamic and creative team for a full-time position as a Librarian.

The Librarian position reports directly to the Director of the Library Learning Hub. The Librarian shares responsibility for reference service, library instruction, collection development, and website development and is responsible for electronic resource management and statistics. The Librarian may assist in the supervision of temporary and student employees.

Duties and Responsibilities

This position will be responsible for

Reference Function

- Performs one-on-one reference interviews to discern user needs onsite and online.
- Assists students, faculty and staff at the service desk, and through email, telephone, and chat, in the location of information and resources in a variety of different formats onsite and online.
- Provides assistance regarding tutoring and academic coaching information and scheduling.
- Supports lifelong learning for all library users.

Collection Function

- Assists in the selection and purchase of electronic resources and print materials.
- Administers and maintains access to electronic resources.
- Maintains monthly collection and usage statistics of all resources and services.

- Assists in the organization of the library collection following library standards, including cataloging, classification, and circulation procedures for the shared unified resource management tool.

Instructional Function

- Provides classroom instruction to students onsite and online, including both integrated and stand-alone instruction segments that can be incorporated into other courses, in the usage of library resources for research and information literacy
- Provides scheduled one-on-one Library & Research help online and onsite.
- Creates and maintains subject & class resource guides, and physical and electronic bulletin boards and displays, to encourage and enable the college community to utilize the collections and services of the library.
- Maintains the Library Research Tutorial in our LMS.

Professional & Institutional Advancement Function

- Assists in keeping records and preparing reports required by the college, state, federal, or accrediting agencies.
- Serves on college committees to foster library services responsive to instructional programs.
- Participates in professional activities to keep abreast of innovations and current trends.

Major Job Functions

- Ability to effectively conduct a reference interview and apply extensive knowledge of print and online resources to resolving reference inquiries and point of need instruction.
- Knowledge of other area libraries and their collections/services.
- Knowledge of resources beyond the college and ability to effectively access those resources and instruct others in their use.
- Understanding of selection principles and tools, including reviewing and online ordering systems, and ability to apply that knowledge in developing digital and physical library collections relevant to the college's programs and mission.

- Understanding of principles of collection management, organization and access, including specific knowledge of bibliographic MARC record, OCLC Connexion interface, and WorldCat, as well as the ability to earn certification and assist in the administration of Ex Libris Alma and Primo VE.
- Evidence of strong technology skills related to academic libraries and higher education that include knowledge of current and emerging technologies and trends. In particular, knowledge of the technology platforms used by Helena College.
- Understanding of course development and maintenance in our LMS for our Library Research Tutorial.
- Knowledge of information literacy concepts and ability to organize and present lessons on research skills and resources, including skill in using presentation software and equipment.
- Ability to communicate clearly and to initiate activities, handouts, displays, and PR messages which encourage effective use of the library.
- Ability to accurately track and report statistical information using MS Excel or MS Access software.
- Ability to develop and maintain effective working relationships with staff, faculty, and administration.
- Ability to supervise temporary and student employees.
- Understanding of web design, knowledge of html, and tools for website evaluation and development.

Minimum Qualifications

- Master of Library and Information Science (MLIS) or Master of Library Science (MLS)
- At least one year of experience in the library field

Benefit and Salary Information

\$18.23 - \$22.79 hourly

Benefits include a comprehensive and competitive group [benefits package](#) including Insurance package, mandatory retirement plan, partial tuition waiver, professional development, and wellness program.

How to Apply

Priority Application Date: **Sunday, October 23, 2022** by 11:59 PM (Mountain Time)

Review of applications will begin after date above and continue until the position is filled.

Candidates are required to submit the following materials online:

A complete application includes:

1. **Letter of Interest** – addressing the stated required skills for the position
2. **Detailed Resume** listing education and describing work experience
3. **Transcript** - Official transcripts due upon hire
4. Names and contact information of **three professional (3) references**.

[Apply Here](#)

Incomplete applications may not be considered.

Job Location

Helena, Montana, United States

Union Information

CBA link: [MFPE](#)

Helena College University of Montana is committed to building a culturally diverse educational environment. The campus is especially interested in candidates who can contribute to the diversity and excellence of the academic community through their teaching and/or service. Women, minorities, individuals with disabilities and veterans are encouraged to apply.

Criminal Background Investigation is required prior to Offer of Employment

In accordance with University policy, finalists for this position will be subject to criminal background investigations.

ADA/EOE/AA/Veteran's Preference

Reasonable accommodations are provided in the hiring process for persons with disabilities. For example, this material is available in alternative format upon request. As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans, and women. Qualified candidates may request veterans' or disabilities preference in accordance with state law.

Applicants requesting veterans' or disability hiring preference must provide appropriate documentation to verify eligibility.

Appropriate documentation includes the following:

- DD-214 showing the character of discharge or a document issued by the Office of the Adjutant General of the Montana National Guard certifying service (a veteran or eligible relative)
- Service-connected disability letter issued by the U.S. Department of Veterans Affairs (a disabled veteran or eligible relative)
- Montana DPHHS Disability Certification through the Vocational Rehabilitation Programs (a person with a disability or spouse of a person with a 100% disability)

Other suitable documentation, if deemed sufficient by the hiring agency, may be accepted. Eligible relatives may also need to provide additional documentation in order to demonstrate that all eligibility criteria and requirements are met.

Testing

Individual hiring departments at Helena College may elect to administer pre-employment tests, which are relevant to essential job functions.

*References not listed on the application materials may be contacted; notice may be provided to the applicant.

*All New Employees must be eligible and show employment eligibility verification by the first date of employment at Helena College University of Montana, as legally required (e.g., Form I-9).

Applicant Self Identification Form (optional)

Title VII of the U.S. Civil Rights Act requires Helena College to “make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed.” This is also a requirement of the Montana Human Rights Act and state and federal laws providing employment opportunities for veterans and persons with disabilities. The following survey helps to fulfill these requirements.

Helena College’s commitment to equal opportunity, nondiscrimination, and affirmative action in employment is realized through its Affirmative Action Plan. This plan and legal responsibilities to ensure equal employment opportunity require reports of job applicants by race/ethnic categories, gender and veteran status. Analysis of the information provided will be used to monitor recruitment and selection practices in at Helena College

This information is *voluntary* and is gathered for statistical purposes only. It is kept confidential, separate from application materials, and will NOT be used in any way to evaluate your qualifications for employment.

Position Applied for:

Last Name:

First Name:

Middle Initial:

Gender:

☐

Male

☐

Female

Race/National Origin:

☐ White (not of Hispanic origin): all persons having origins in any of the original people of Europe, North Africa, or the Middle East.

☐ Black (not of Hispanic origin): all persons having origins in any of the black racial groups.

☐ Hispanic: all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

☐ Asian or Pacific Islanders: All persons having origins in any of the original peoples of the Far East, Southeast, the Pacific Islands, or the Indian Subcontinent.

☐ American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Veteran Status:

☐ No Military Service

☐ Disabled Veteran: (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under

laws administered by the Secretary of Veteran's Affairs or (ii) a person who was discharged or released from active duty because of a service-connected disability.

☐ Other Protected Veteran: a veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.

☐ Armed Forces Service Medal Veteran: a veteran who, while serving on active duty in the U.S. military, ground naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

☐ Recently Separated Veteran: a veteran of the U.S. military, ground, naval or air service during the three-year period beginning on the date of such veteran's discharge or release from active duty.

Where did you learn about this vacancy?

☐ Newspaper ☐ Job Service ☐ Referral ☐ Posting ☐ Web ☐ Career Fair ☐ Other: