PART-TIME HOURLY POSITION
IN ACADEMIC AFFAIRS
LEARNING RESOURCES CENTER (LRC)

POSITION: ADJUNCT ADVISOR - REFERENCE LIBRARIAN

DESCRIPTION OF DUTIES: Responsible for providing reference services. Assist internal and external customers with directional questions, locating needed information/materials, utilizing the library online catalog, indexes and reference materials. Receive and assist with incoming telephone calls and LRC visitors. Facilitate customers’ use of various computer software, including, but not limited to: MS Office, learning management system, email and minor hardware issues. Conduct electronic database searches using various service providers. Provide information literacy sessions as needed. Serve as the librarian-in-charge and supervise LRC staff on duty. Perform other duties as assigned by the Coordinator, Reference Services. This is a part-time hourly position up to 20 hours per week. Hours and days will vary. May require some evenings and weekends.

MINIMUM QUALIFICATIONS: M.L.S. Degree from an ALA accredited school or equivalent. Work experience in a library setting. Good verbal, written and interpersonal communication skills. Excellent customer service skills. Familiarity with computer catalogs and a basic understanding of library organization. Familiarity with computer catalogs and a basic understanding of library organization preferred. Proficiency with computers and MS Office.

DESIRED QUALIFICATIONS: Experience providing services to adult customers in a library setting. Proficiency with a Learning Management System such as Brightspace by D2L or Blackboard.

SALARY: $22.00 per hour (up to 20 hours per week)

APPLICATION DEADLINE: UNTIL FILLED

Please submit application materials by the announced deadline. The original signed Rose State College application form and unofficial degree conferring transcripts must be received by this office for formal consideration; however, should an offer of employment be extended, official transcripts are required.

(POSTED ON May 20, 2016)

Must be eligible to work in the United States
An Equal Opportunity Employer

In accordance with the Americans with Disabilities Act, reasonable accommodations in the application process will be provided upon written request.

http://www.rose.edu/job-listings

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