Position Announcement

Western Connecticut State University
Division of Academic Affairs
Library Services
Assistant Librarian for Access Services
Tenure Track

Western Connecticut State University’s Ruth A. Haas Library is seeking an energetic, innovative, and collaborative Assistant Librarian for Access Services to lead our circulation/fulfillment and interlibrary loan operations.

WCSU Library Services cultivates opportunities to collaborate with, engage, and support students, faculty, administrators, and community members; promotes academic success and lifelong learning through instruction in information seeking strategies and the selection, access, evaluation, and synthesis of information resources; and provides a welcoming and accessible physical environment. Additional information about the department may be found at https://libguides.wcsu.edu/about-us/libraries Information on the University may be found at: www.wcsu.edu.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Position Summary: Responsibilities include management of fulfillment services and the circulation department and its personnel. Additional responsibilities include interlibrary loan and resource sharing services, print and electronic reserves, stacks maintenance, collection analysis and statistics, report preparation, participation in reference desk rotation and the liaison program, including outreach, information literacy instruction, research support, and collection development in assigned disciplines, participation in internal, regional, and consortial circulation initiatives. Additional information on the position may be found on the WCSU Library’s website: https://libguides.wcsu.edu/ld.php?content_id=61618625.

Qualifications: Candidates must possess an MLS from an ALA accredited program and have at least three (3) years of academic library experience supervising a public service operation. Must have demonstrated experience with copyright laws, knowledge of automated systems for access services (preferably Alma) and cataloging standards, and prior professional experience providing reference and instruction. Excellent interpersonal, oral, and written communication skills are a must. Proficiency with instructional technologies and productivity software (Office, Adobe, etc.), knowledge of markup languages, website design, and Springshare suite are preferred. Must be eligible to work in the U.S. as sponsorship for a work visa will not be provided for this position.

WCSU is particularly interested in applicants who have experience working with students from different backgrounds and a demonstrated commitment to improving access to higher education for first-generation and under-represented groups.

Salary & Benefits: The salary range is $64,422 – $85,896 and is commensurate upon candidates’ experience.
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Western offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/. There are grant opportunities to support research and conference attendance.

Prior to extending an offer of employment, the finalists for state employment must prove that they (1) are fully vaccinated against COVID-19; (2) have received the first dose and has either received a second dose or has an appointment for the second dose in a two-dose series vaccination, or has received a single-dose vaccine; or (3) have applied for an exemption from this requirement because a physician, physician’s assistant, or advanced practice registered nurse has determined that the administration of COVID-19 vaccine is likely to be detrimental to their health, or the finalist objects to vaccination on the basis of a sincerely held religious or spiritual belief. Each application for an exemption will be considered on an individualized, case-by-case basis, and any applicant for an exemption must provide appropriate supporting documentation if requested. Executive Order https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-13G.pdf

Application Process: Interested applicants must submit a letter of application, which outlines interest in, and qualifications for, the position; areas of service and/or leadership, research interests; a current curriculum vita; and the names and contact information for at least three (3) professional references who can comment on the applicant's performance, scholarship, and/or service/leadership to facultyvitae@wcsu.edu. In the Email Subject Line Reference Search #900-075. All materials should be submitted as PDF files. Application materials must be received by Friday, January 7, 2022. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire via the following link. http://wcsu.edu/diversity/affirmative-action-data-questionnaire/. Any questions may be directed to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity.

Western is an Affirmative Action Equal Opportunity Educator/Employer