Position Announcement

Western Connecticut State University
Division of Academic Affairs
Library Services
Assistant Librarian for Access Services
Tenure Track – 12-month position

Western Connecticut State University’s Ruth A. Haas Library is seeking an energetic and collaborative Assistant Librarian for Access Services. This is a 12-month, tenure track position. The successful candidate will have the opportunity to re-envision the role of access services and pilot innovative solutions to increase access-related user engagement.

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.

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://library.wcsu.edu.

Position Summary: Responsibilities include management of access services and its personnel. Additional responsibilities include interlibrary loan and resource sharing services, print and electronic reserves, stacks maintenance, report preparation, collaboration with other library faculty members to provide reference, instruction, and fulfillment services, and to develop collections policies and procedures. Duties include participation in internal, regional, and consortial circulation initiatives. Additional information on the position may be found on the WCSU Library’s website.

Qualifications: Candidates must possess an MLS from an ALA-accredited program and have at least three (3) years of supervisory experience and at least one (1) year of professional library experience. Professional experience in an Access Services department, demonstrated experience with copyright laws, knowledge of automated systems for access services (preferably Alma) and cataloging standards strongly preferred. Prior professional experience providing reference and instruction desired. Excellent interpersonal, oral, and written communication skills are required. Proficiency with instructional technologies is highly desired. Familiarity with 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 diverse backgrounds and a demonstrated commitment to improving access to higher education for first-generation and under-represented groups.

Salary & Benefits: The hiring salary range is $70,729 – $82,518 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.

**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 #200-048. All materials should be submitted as PDF files. Applications must be received by Friday, January 19, 2024. 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