



Position Announcement

**Western Connecticut State University
Library Services
Assistant Librarian – Technical Services
Tenure Track**

Western Connecticut State University's Libraries are pleased to announce that applications are being accepted for a 12-month, tenure track Assistant Librarian for Technical Services position.

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 is honored to be awarded the federal designation as a Hispanic Serving Institution (HSI). This accomplishment marks a pivotal moment in our progress toward fostering diversity, equity, and inclusion within our campus community.

Western Connecticut State Libraries are dynamic learning centers which foster the discovery, creation, and reinterpretation of knowledge, in support of student success. The faculty and staff are committed to enhancing learning and teaching by connecting researchers with information resources designed to meet the curricular, intellectual, and professional needs of the university community. Additional information about the libraries may be found at <http://library.wcsu.edu>. Information on the university may be found at: www.wcsu.edu.

We are looking for a person with a positive, can-do attitude, who has the knowledge and skills to lead the libraries in their support of students from diverse backgrounds. This position will require attention to long term planning and vendor relations, as well as institutional and consortial collaboration. The successful candidate will play a critical role in promoting and sustaining support for student and faculty information resource needs, while engaging with emerging trends in acquisitions.

Position Summary: The Technical Services Librarian oversees daily acquisitions operations, including: coordinate workflows related to ordering, receiving, and claiming of library materials; track expenditures and purchase orders as needed; collaborate with library faculty colleagues to implement shared workflows across the resource lifecycle; supervise Technical Services personnel, including adjunct faculty, technical staff, and students; apply appropriate information technologies to the management of all acquisition's functions; administer any online acquisitions system(s); coordinate ordering and receiving with other library units; provide information to library faculty and staff to facilitate order placement and timely receipt of material; ensure compliance with all procurement regulations established by the State of Connecticut and the university; prepare and monitor the annual library materials budget; reconcile campus accounts with internal library accounts; identify, establish, and ensure good working relationships with vendors; negotiate service agreements and licenses for access; address vendor issues involving orders, receipts, and/or payments; compile and analyze annual acquisitions statistics; prepare and submit online requisitions and budgetary reports on expenditures; in cooperation with library faculty, accept, acknowledge, evaluate, and process gift materials and collections; oversee and provide leadership for cataloging, metadata management; and discovery services procedures and strategic initiatives across various platforms; perform original



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and copy cataloging on an as-needed basis; collaborate with fellow library faculty on Collections Strategy and Management, and Marketing and Engagement Functional Teams in the development and management of collections policies and procedures, as well as the coordination of outreach, marketing, and communication with users to promote library collections and services; maintain awareness of current and emerging acquisitions trends and technologies, and trends in scholarly communication; and participate in internal, regional, and consortial initiatives. The candidate must be willing to work holidays, evenings, and weekends.

Required Qualifications: Master's Degree from an ALA accredited program is required; at least three (3) years professional experience in library technical services; at least one (1) year professional experience with library acquisitions, including budgeting, finance, licensing and procurement operations; professional experience in the creation and development of financial reports using recognized accounting processes and standards; at least one (1) year professional experience in an academic library; at least one (1) year professional experience using integrated library systems/library services platforms; at least one (1) year professional experience with copyright regulations in libraries; knowledge of cataloging standards and bibliographic utilities; excellent interpersonal, oral, and written communication skills; and ability to meet the university's requirements for promotion and tenure.

Preferred Qualifications: Knowledge of mark-up languages and website design; proficiency with library, educational, and instructional technologies; professional experience providing reference and instruction; professional experience with content management systems; experience with purchasing in a consortial environment; experience with procurement and cataloging of open educational resources (OER); experience with office suites/productivity software; experience with Springshare software; and ability to troubleshoot hardware and software problems.

A candidate who does not meet the above standards may also be appointed provided the candidate has credentials and/or experience substantially comparable to the above experience.

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 \$73,912 – \$86,231 and is commensurate upon candidates' experience. Faculty also have access to generous travel and/or research funds. Western offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/.



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Application Process: Interested applicants must submit a letter of application, which outlines interest in, and qualifications for, the position, including areas of service and/or leadership, as well as 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 apply, submit your materials to <https://westernconnecticutstateuniversity.applytojob.com/apply/R8AePVqLS8/Assistant-Librarian-Technical-Services-Tenure-Track>. All materials should be submitted as PDF files. Applications must be received by **Wednesday, September 24, 2025**. Late applications will not be accepted.

Western is an Affirmative Action Equal Opportunity Educator/Employer