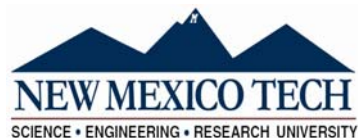


Posted: December 21, 2021



POSITION ANNOUNCEMENT

TITLE: PUBLIC/ INSTRUCTION LIBRARIAN **DEPT:** LIBRARY

REG **TEMP** **FULL TIME** **PART TIME**

STARTING RATE or SALARY RANGE: \$40,000-\$43,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

***INTERNAL POSTING THROUGH:** January 10, 2022* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

This position will be responsible for the oversight in support of the Director in the Library in the areas of Access Services, Interlibrary Loan, Circulation and Cataloging. This position engages and enhances research among our community of scholars, specifically those that support student success and achievement. This position provides research and reference services to students, researchers, faculty, staff, and members of the NMT community. This position serves as a liaison in support of the Director with student service departments such as SL, Writing Center, Student Affairs with the goal of improving access and scholarship across campus. Cataloging is a responsibility of this position. Common job responsibilities will include instruction, reference, information literacy, instructional design, user services, patron services, cataloging and support to Circulation.

REQUIRED QUALIFICATIONS:

Bachelor's Degree required in any area of study. Master's degree preferred. Customer Service experience using excellent verbal/ written skills in English required. Management and supervisory experience required. Skill in decision making and problem solving required. Ability to develop and maintain strong productive relationships with NMT faculty, staff, students, and Administrators required.