

## **Librarian-Instruction and Special Collections for the College of Coastal Georgia in Brunswick, GA**

Starting salary is \$49,700.

Responsible for assisting students, faculty, and staff in making effective use of library, archives and other internet resources. Some evening and weekend work may be required. Starting salary is \$49,700.

### **Responsibilities**

1 -Promotes information literacy and use of online and print resources by providing a variety of virtual and in-person reference and instructional services, including both general and in-depth reference assistance, consultations for literature reviews, including systematic and scoping reviews, and EndNote training.

2 -Teaches information literacy instruction sessions and developing point-of-need and course-integrated research guides and tutorials and holds one-on-one in-depth consultations in all areas of the college curriculum.

3 -Responsible for processing and managing collections to archival standards, including the creation of modes of intellectual access to collections, such as finding aids.

4 -Responsible for initiating and participating in outreach, reference, and collection development activities for the college Institutional Repository, Special Collections and Archives.

5 -Maintains a thorough knowledge of databases and reference sources by monitoring new acquisitions, managing database menus and resource lists, and reading relevant professional literature.

6 -Actively cultivates and promotes interactions with faculty and students to keep them informed of library resources and services and better understand their research and curricular needs. Liaison areas will be assigned based on the successful candidate's background and interests.

7 -Supervision, training, or directing the work assignments of students

### **Educational Requirements**

An ALA-accredited Masters degree in librarianship/information science or course of study related to the occupational field

### **Required Experience**

More than one year of experience working in a library environment

### **Additional Preferred Qualifications**

Archival Certification

### **Preferred Experience**

Experience with digitization methods, including an understanding of metadata for digital objects, digital file formats, and related preservation standards

a job posting, please contact the Department of Human Recourses at (912) 279.5740, or by email at [careers@ccga.edu](mailto:careers@ccga.edu). For technical support, please call OneUSG Connect Support at (877) 251.2644, or by email at [sscsupport@ssc.usg.edu](mailto:sscsupport@ssc.usg.edu).