



## **Job Description**

Job Title: Librarian  
FLSA Status: Exempt  
Grade: 8, \$47,985 - \$57,584  
Department: Academic and Student Affairs

## **Job Summary**

Research and instruction librarian to connect and support faculty, students, and community members with services, resources, and assistance across the disciplines. Librarians and professional staff at Gillette Community College collaborate with faculty and students on research skills and techniques, information, and data literacies, and emerging technologies to support and enable scholarship. The librarian will provide student-centered resources and services to support academic programs at Gillette Community College. The librarian will assist the coordinator with creating and managing a wide variety of programs and displays. This position will assist the library director with general library functions. The librarian will create and maintain online research guides and will be the main contact for teaching information literacy. The librarian will assist with other staff to provide direct user support and other library services as well as being a collaborative member of the Gillette College library team.

## **Essential Duties and Responsibilities**

- Coordinate information literacy by designing, planning, organizing, implementing, and assessing information literacy education and initiatives to include curriculum integrated classroom teaching and one-on-one instruction on information literacy, library resources, and other topics for students and faculty.
- Actively engage in opportunities to integrate library tools, expertise, and resources into courses, instructor development sessions, and co-curricular programming.
- Provide reference services to faculty, staff, students, and the community by analyzing, identifying, and fulfilling information needs.
- Manage textbook reserves including updating and online reserve maintenance.
- Design and maintain instructional material, online learning objects, research guides, coordinating with faculty and staff.
- Provide general reference and specialized research consultation in person and online.
- Work with director in selection of software and systems
- Assist with collection development, acquisition, and maintenance.
- Represent Gillette College Library on internal Gillette College committees and within external state or regional organizations.

- Attend conferences, workshops, and meetings at local campus, state, regional and or national level to stay informed and current on issues related to library management, technology and services.
- Perform other related duties as necessary or assigned.
- Train and supervise student employees.
- Assist with training part-time and full-time library employees.
- Assist with preparing annual library reports for Gillette College and external groups.

### **Knowledge, Skills, and Abilities Required by the Position**

- Ability to work cooperatively and collaboratively with students, faculty, staff, and administration.
- Knowledge of or experience in applying the ARCL information Literacy Framework
- Experience with library applications including digital/electronic resources, discovery tools (Summon), and Integrated Library Systems (SirsiDynix and Aspen)
- Experience creating and maintaining online research guides such as LibGuides and Sharepoint.
- Experience providing academic reference services to students, faculty, and staff.
- Keep abreast of technological advancements and develop strategies to take advantage of them.
- Experience working in a community college library.
- Excellent customer service skills
- Contribute to effective teamwork among colleagues.
- Ability to analyze and solve problems using creativity, good judgment, and initiative.
- Sensitivity to and respect for the various populations we serve.

### **Supervisory and Management Responsibility**

- May be responsible for management and supervision of library staff including student workers.

### **Minimum Qualifications:**

- ALA accredited master's degree or ALA master's degree in progress combined with academic librarian experience.
- Minimum one year of experience working in an academic library preferred.

### **Working Conditions/Physical Requirements:**

- Evenings and weekends, as required.
- Physical requirements include standing, stooping, and sitting for periods of time.
- Prolonged periods of sitting at a desk.

## **HOW TO APPLY:**

In order for applications to be complete they must contain: a cover letter, resume, GCCD application (found online at <https://gillettecollege.org/careers>), and copies of graduate (if applicable) and undergraduate transcripts. Official transcripts will be needed prior to an interview. Email all application documents to [hrteam@gillettecollege.org](mailto:hrteam@gillettecollege.org).

## **Equal Opportunity and Affirmative Action Employer**

Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Shantel Moore, Human Resources Director, 300 W Sinclair Drive, Gillette, WY 82718, or [smoore@gillettecollege.org](mailto:smoore@gillettecollege.org), or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.