



**Head of Access Services and Systems / Assistant Librarian
12 month Tenure – Track Position**

The Noel Memorial Library seeks applications for the Head of Access Services and Systems, a 12-month tenure track position. The successful candidate will be responsible for the oversight of Access Services (circulation, interlibrary loan, microforms and media, and stacks maintenance). Other major responsibilities will include serving as the System Administrator for the library in its participation as a member of LOUIS (the statewide library network), managing the library's online resources, and providing/facilitating systems support for the library. The selected applicant should be able to demonstrate effective leadership in planning and evaluating services, policies, and procedures in response to the evolving needs of library patrons. As a department head, this position will participate as a member of the library management group. Candidates will be expected to participate in professional development and scholarly communication. Other duties are as assigned.

Requirements:

Applicants should have an ALA-accredited MLS or MLIS degree and at least two years of professional library experience, including a minimum of two years of experience in circulation, interlibrary loan, or cataloging. The selected applicants should have familiarity with MARC records and emerging technologies. Excellent interpersonal, oral, written, and technical skills are required. Applicants must be able to lift 25 lbs.

Preference will be given to qualified applicants who have experience with the SirsiDynix Symphony LMS and those with experience with systems support of other library-related products (e.g., EZProxy, ILLiad, LibGuides). Supervisory experience is preferred.

Special Instructions:

To apply for this position, a CV, cover letter, and a list of contact information for at least three references should be sent electronically to:

Brian Sherman

Dean of the Library / Chair of the Head of Access Services and Systems Search Committee

Brian.Sherman@LSUS.edu

Questions may be submitted to Mr. Brian Sherman at Brian.Sherman@LSUS.edu. Review of applications will begin immediately and continue until the position is filled. LSUS is an Affirmative Action and Equal Opportunity Employer.