**Digital Resources and Systems Librarian / Assistant Librarian  
12 month Tenure – Track Position**

As part of the Resource Management and Discovery department, the Digital Resources and Systems Librarian provides expertise and leadership to Noel Memorial Library’s digital initiatives and systems. This position reports to the Head of Resource Management and Discovery and provides leadership for:

* Library Digital Initiatives
* Interlibrary Loan Services
* Library Technology Management

To support these services, this position will be responsible for tracking trends in library technology, digitization, and accessibility; best practices and compliance with copyright and fair use for resource sharing and controlled digital lending; participating as the university’s representative of the Louisiana Digital Consortium; managing the library’s technology; serving as the back-up System Administrator for the library in its participation as a member of LOUIS (the statewide library network); and coordinating with the Director of Resource Management and Discovery to manage online resources and provide support and training to the library for systems and technology.

This position is responsible for maintaining strong, collaborative relationships with partners across campus, including the University’s IT Services Division, to provide flexible, responsive, and coordinated services and infrastructure to the University Community. Candidates will be expected to participate in professional development and scholarly communication. Occasional weekend desk duties as needed and other duties as assigned. Some in-state travel is required.

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**Responsibilities:**

* In collaboration with the Head of Resource Management and Discovery, develop, deliver, evaluate, and improve digital services, including training and support on library systems and technology to enhance learning, research, and teaching.
* Oversee and maintain computer hardware and scanning equipment inventory and provides technical input on computer hardware and scanning equipment supply and maintenance.
* Select, process, and maintain content for various digital initiatives (including Controlled Digital Lending and the Louisiana Digital Library)
* Serve as the back-up System Administrator for the library in its participation as a member of LOUIS (the statewide library network)
* Network with other libraries, professionals and community groups for technology information, input and awareness of needs and trends.
* Assist the Head of Resource Management and Discovery in managing and troubleshooting the library’s online resources.
* Contribute to the culture and operations of the Library by collaborating in committees, strategic activities, and diversity initiatives.

**Qualifications:**

**Required:**

* Master of Library Science or equivalent degree from an ALA-accredited institution.

**Preferred:**

* At least two years of professional library experience.
* Familiarity with cataloging standards (MARC, RDA, Dublin Core, etc) and emerging technologies
* Experience with systems support of other library-related products (SirsiDynix Symphony LMS, ILLiad, Islandora)
* Knowledge of issues related to the ingest, maintenance, and preservation of digital objects
* Excellent interpersonal, oral, written, and technical skills are required.
* Applicants must be able to lift 25 lbs.

**Salary:** $45,000

**Special Instructions:**To apply for this position, send an email containing the subject line *Digital Resources and Systems Application* with a CV, cover letter, and contact information for at least three professional references to:

Laura Upshaw  
Administrative Assistant to the Dean  
[Laura.Upshaw@LSUS.edu](mailto:Laura.Upshaw@LSUS.edu)

Review of applications will begin April 18th and will continue until the position is filled.  
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