

Job Description:

Pacific States University is seeking a self-motivated entry-level University Librarian. The University Librarian is responsible for the operation of the University Library. Provides library instruction and reference service. Participates in assessment and continuous improvement of operation and services.

Required Qualifications:

- Master's in Library Science (MLS), Library and Information Science or the equivalent from an ALA-accredited institution.
- Knowledge and skills in maintaining a General Education and a professional library for the university instruction programs.

Preferred Qualifications:

- Administrative or managerial experience in academic libraries.

Knowledge, Skills & Abilities:

- Demonstrate skills and successes in online systems, databases, and technological applications.
- Excellent interpersonal skills including demonstrated abilities in written and oral communication and collaborative interaction with diverse groups and populations.
- Ability to work effectively in a team atmosphere with all University constituencies and the public.
- Initiative to identify and resolve concerns quickly.
- Enthusiasm for delivering quality, professional services.
- Ability to success in a cross-cultural sensitivity.

Essential Job Duties:

- Acting as a technical resource to students, faculty, staff, and administration providing references, bibliographic data, and instruction about technical data retrieval
- Overseeing space use, facility security, and collection development and preservation
- Advising the University Library Committee in policy development and new acquisitions and deacquisitions and complying with internal and external audits
- Assisting in institutional research.
- Responsible for annual budget requests for Library operations
- Enhancing and working toward the implementation of the University's Institutional Effectiveness Plan and the Future Institutional Effectiveness Plan
- Maintenance of accreditation.

Salary Range:

Salary commensurate with education and experience.

How to Apply:

Please attach a cover letter, resume or curriculum vitae, and the contact information for three professional references as one document in .doc or .pdf format to hr@psuca.edu