

# COLLEGE OF MENOMINEE NATION

## Internal/External Posting

<b>JOB TITLE:</b>	<b>Librarian – Full-time twelve month position</b>
<b>REPORTS TO:</b>	<b>Library Director</b>
<b>LOCATION:</b>	<b>College of Menominee Nation – Keshena Campus</b>

### **POSITION SUMMARY:**

The campus is seeking a self-motivated, energetic, flexible team-player with a can-do attitude who is interested in teaching, collection development, collaborating on library projects such as outreach activities and volunteers, coordinating services at the circulation desk, providing Inter Library Loan, some experience with web site maintenance, and cataloging– someone who can embrace an environment of continual improvement and change. This is a grant funded position.

### **ESSENTIAL FUNCTIONS:**

- assist students, faculty, staff, and the general public with information content and technology needs in-house, via phone, and email;
- develop and teach information literacy skills to students, faculty, and staff focusing on the Keshena campus first and broadening to Green Bay;
- create and maintain strong relationships with academic departments on campus;
- coordinate services of the circulation desk including training and finding appropriate tasks for staff;
- collaborate in the collection development of the library including resource selection and providing copy cataloging as necessary with some original cataloging as needed;
- collaborate in the development of outreach activities to strengthen library use;
- provide Inter Library Loan services and maintain files on services provided;
- collaborate in the implementation and use of volunteers in a volunteer program;
- maintain the library website including online resources and the catalog that are accessed thru the website;
- perform other duties as assigned.

### **QUALIFICATION REQUIREMENTS:**

- Master of Library of Information Science Degree from an ALA accredited institution;
- Previous 2 years of experience independently planning and directing events;
- Experience with Word, Excel, and cataloging software;
- Poised and articulate individual with superior communication skills and tact;
- Highly organized with sound administrative skills and attention to details, but flexible enough to accommodate the dynamic activities of the department;
- Ability to work independently as well as with all levels of staff and library customers;
- Strong computer knowledge with demonstrated skills and interest in applying technology to library services;
- Flexibility working in an environment of continual change;
- Initiative and ability to conceive and carry out projects on a deadline;
- Availability to work some evening and weekend hours.

### **DESIRED EXPERIENCE:**

- teaching in an academic setting;
- providing public service in an academic library;
- cataloging (copy and original)
- supervisory experience.

### **APPLICATION PROCESS:**

A complete application includes a letter of interest, current resume, a completed CMN application form (available under employment/jobs at [www.menominee.edu](http://www.menominee.edu)), copy of all college level transcripts (official transcripts required if hired), three professional letters of references, and proof of Tribal enrollment status, if applicable. Position open until filled. Send all application materials to Human Resources, P.O. Box 1179, Keshena, WI 54135. **NOTE: pre-employment drug testing is part of the hiring process.**