Position Title: Librarian  
Reports to: Library Director

Position Summary: The library is seeking an energetic and enthusiastic individual who is interested in teaching, collection development, library programming, cataloging, and an interest in archives. This position will serve in a joint role as the archivist and librarian. The librarian will also assist with covering the circulation desk. The individual will take the lead in creating online library guides. They will also take responsibility for maintenance of the Special Collections area. Other duties in Special Collections may include exhibition support, assisting visiting researchers, responding to queries of offsite patrons, and conducting outreach activities (exhibits, tours) to promote interest. The individual will also want to continue work started on a digitization project in partnership with Wisconsin Heritage Online (WHO). Successful applicant will be someone who can embrace an environment of continual improvement and change, is willing to work with a variety of ages, and is able to work independently with little direction. Will have to work nights and some weekends.

Position Responsibilities & Duties:

- Assist with teaching information literacy skills to students, faculty, and staff;
- Create and maintain strong relationships with academic departments on campus;
- Collaborate in the collection development of the library;
- Collaborate in the development of outreach activities to strengthen library use including programming for the CMN community of faculty, staff & students; and the broader community as well;
- Coordinate with staff on library programming;
- Cultivate community for partnerships and or donations, being good stewards of the donors requests;
- Assist students, faculty, staff, and the general public with information content and technology needs in-house, via phone, and email;
- Catalog incoming materials in the library using the most efficient means, importing, copy cataloging, or original cataloging as needed;
- Take the lead in setting up and maintaining libguides, marketing the variety of library services;
- Assist with setting up the reserve shelf for faculty at the beginning of the semester;
- Ability to work independently as well as with staff and library customers;
- Assist library director with ongoing library projects;
- Take responsibility for maintenance of the Special Collections area;
- Enhances the materials in Special Collections for the purposes of research and the historical record, developing effective aids for their use, including electronic finding aids, guides, and exhibitions;
- Knowledge of MARC formats;
- Continue work with Special Collections Digitization Project;
- Other duties as assigned.
Minimum Qualifications-To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Masters Library and Information Science;
- Able to work evenings and weekend hours;
- Minimum 2 years’ experience in an academic library, museum, or archives;

Desired Qualification:
- Knowledge of MARC formats;
- Knowledge of computer applications for a library setting.

Reporting to this Position: Special Collections Assistant

Physical Demands & Work Environment:
Physical demands are classified as Light -lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds, with frequent walking, standing or sitting most of the time with some pushing and pulling of arm or leg controls.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Performs administrative office Functions - Frequently
-Exposure to office/class room environment - Constant
-Exposure to shop or maintenance environment - Never

Tools & Equipment Used: Scanner, photocopier, camera, computer,
APPLICATION PROCESS

A complete application includes:

- Letter of interest
- Current Resume
- Completed CMN application form (available under job opportunities at [www.menominee.edu](http://www.menominee.edu))
- Copy of all college level transcripts (official transcripts required if hired)
- Three professional letters of reference
- Copy of valid WI driver license
- Proof of any certificates or training
- Please provide:
  - [✓] Proof of Tribal enrollment status
  - [✓] Proof of honorable or general military discharge paperwork

It is not the responsibility of CMN to notify you of missing pieces. Incomplete application packets will not be considered.

Send completed application materials to:
College Of Menominee Nation
Human Resources
P.O. Box 1179
Keshena, WI 54135.

Posting closes at 4:00 PM on July 14, 2016

NOTE: Pre-employment drug testing is part of the hiring process.
EOE/MITW 82-10