

Librarian
St. Edward's University

Direct Link: <https://www.AcademicKeys.com/r?job=148666>

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Posted Nov. 2, 2020, set to expire Mar. 2, 2021

Job Title	Librarian
Department	Munday Library
Institution	St. Edward's University Austin, Texas
Date Posted	Nov. 2, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Library
Apply Online Here	https://apptrkr.com/2041581

Apply By Email

Job Description

Librarian

St. Edward's University

Librarian

St. Edward's University's Munday Library is looking for a collaborative, dedicated, creative, and conscientious person to join our team. We seek applicants with a passion for innovation and providing the best possible patron experiences.

Munday Library is the heart of the University's intellectual experience. We inspire our students to be

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lifelong learners and are committed to supporting their work and growth. In addition, we offer robust research assistance to our diverse faculty. We acquire, preserve, and make accessible credible resources, teach the effective use of information, support the discovery, analysis, and creation of knowledge, develop innovative services, and apply new information technologies to achieve a single overarching purpose: to serve the needs of our users. With primary focuses on instruction, research support, and community engagement, this position will depend on creativity and commitment to service. The successful candidate will aspire to maintain these resources and the Munday Library as the joyful epicenter of the flourishing life of the campus community. This full-time position reports to the Library Director. Available immediately.

Responsibilities

- * Proactively engage with faculty, students, and staff throughout the St. Edward's community to provide library services including research assistance, library instruction, and collection development
- * Address service requests as needed via in-person visits, telephone, email, and CRM
- * Create and maintain digital learning objects such as knowledge base articles and research guides
- * Work with library colleagues to create materials and lead workshops and classes for the library instruction program
- * Work with library colleagues to write and review policies, procedures, and best practices, especially with regard to research assistance, instruction, patron interaction, and other public services
- * Work with library colleagues and campus partners to generate topical programming and promote relevant events
- * Represent the library at campus events
- * Assist as needed with resource sharing services including interlibrary loan, course reserves, and TexShare
- * Serve on a rotating shift with other colleagues as building safety coordinator
- * Serve on relevant library task forces and project teams

For consideration, an ALA-accredited Master's degree in library or information science or foreign equivalent. Minimum one year of experience with public-facing services in academic libraries. Demonstrated knowledge of trends, issues, and best practices in librarianship. Sincere enthusiasm for community building and engagement. Demonstrated project management experience, including the ability to prioritize, set goals, and meet deadlines. Experience providing academic library instruction and research assistance. Experience with the use of a major LSP or ILS. Excellent written and interpersonal communication skills. Ability to work both independently and in highly collaborative or cooperative situations. Must be available to work evenings. Successful completion of an employment and/or criminal background check. Preferred experience creating library instruction materials and administering related programming. Experience with CRM or help desk systems such as Salesforce or

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Zendesk. Experience with the Alma LSP and Primo discovery layer

For detailed information, please scroll to the bottom of the page to download the job description.

The University offers an excellent TOTAL REWARDS package!

United Healthcare Medical & Rx Coverage (HSA & FSA Available)

Sun Life Financial Dental Plan

Sun Life Financial Vision Plan

Short Term Disability (STD) Insurance

Long Term Disability (LTD) Insurance

Life & Accidental Death & Dismemberment (AD&D) Insurance

Employee Assistance Program (EAP)

Pet Insurance

Annual Leave & Paid Sick Leave

Retirement Plan (TIAA) Employee 5%/Employer Match 7%

Tuition Benefits

Paid Holidays

Services & Discounts

HOW TO APPLY

Interested applicants should submit an online application at;

[url=https://apptrkr.com/get_redirect.php?id=2041581&targetURL=https://stedwards.applicantpro.com]https://s

Please include a resume, cover letter, and three employment references. No Calls Please. Applications

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will not be considered if it is missing any of these three items.

In your cover letter, please describe your lived experiences that prepare you to contribute to diversity and inclusion at St. Edward's University.

EQUAL OPPORTUNITY EMPLOYER:

St. Edward's University, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, or veteran status in employment, educational programs and activities, and admissions.

ABOUT ST. EDWARD'S UNIVERSITY

Founded in 1885 by the Congregation of Holy Cross, St. Edward's University is a private, Catholic liberal arts institution of more than 4,000 diverse students located in Austin, Texas. St. Edward's emphasizes critical thinking and ethical practices, as well as small classes, personalized learning, and exciting internship opportunities. The community atmosphere extends to the approximately 800 faculty and staff who work together to make the university a welcoming yet challenging environment for students. An overview of St. Edward's University employee benefits is available at: [\[url=https://apptrkr.com/get_redirect.php?id=2041581&targetURL=https://www.stedwards.edu/human-resources/benefits-summary\]](https://apptrkr.com/get_redirect.php?id=2041581&targetURL=https://www.stedwards.edu/human-resources/benefits-summary)<https://www.stedwards.edu/human-resources/benefits-summary>

OTHER ITEMS TO KNOW

Sponsorship:

We are not offering sponsorship at this time.

Background Checks:

A criminal history background check is required for finalist(s) under consideration for this position.

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Reference #: J202037

Posted: 10/30/20

Available: Immediately

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About Austin, Texas

Consistently ranked as one of the "top metropolitan areas to live in," by numerous independent media outlets, Austin attracts approximately 50 new residents a day and has been one of the nation's fastest growing cities. St. Edward's is in the heart of this thriving, entrepreneurial and cosmopolitan city, providing students, faculty and staff with opportunities to live, learn and grow in an environment that offers a wealth of resources and opportunities. In fact, Austin is home to 17 companies on the Inc. 5000 list and boasts 1.7 times the national average of startups. Additionally, as one of the world's great technology centers, Austin, sometimes referred to as "Silicon Hills," is home to technology heavyweights like Dell, National Instruments and Silicon Labs.

For more on the City of Austin's offerings, visit

[\[url=http://apptrkr.com/get_redirect.php?id=2041581&targetURL=https://www.austintexas.org\]](http://apptrkr.com/get_redirect.php?id=2041581&targetURL=https://www.austintexas.org)The Austin Convention & Visitors Bureau webpage.

How to Apply

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St. Edward's University is an equal opportunity employer. We encourage women and minorities to apply to our vacancies and hire only U.S. Citizens and documented workers. We do not offer sponsorship at this time.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Munday Library
St. Edward's University

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