



**GATEWAY TECHNICAL COLLEGE (WI)
invites applications for the position of:**

Librarian

SALARY: \$57,129.00 - \$75,866.00 Annually

OPENING DATE: 03/23/18

CLOSING DATE: Continuous

SUMMARY:

If you are experienced in Library Services and Library Instruction at the post-secondary level, this position is for you!

The primary responsibility of the Librarian is to provide for and maintain library operations and services for the Campus Library including library instruction, reference, circulation, interlibrary loans, and collection development. Provide instruction in library skills in a classroom and alternative delivery setting including the development of appropriate print and electronic instructional resources.

The Librarian reports to the Dean, Campus Affairs/Library.

The review of applications will begin on April 9, 2018.

RESPONSIBILITIES:

1. Promote and provide a program of library instruction for all instructional areas on the Campus and off-campus sites.
2. Consult with instructors to determine library materials and programs of library instruction appropriate to their classes and students.
3. Develop appropriate library instructional materials, including print, media, and electronic to meet the subject needs of Gateway instructional programs.
4. Perform circulation functions including material checkout, borrower registration and collection of fines and fees.

WHAT YOU NEED TO SUCCEED IN THE POSITION:

MINIMUM QUALIFICATIONS:

1. Master's degree in Library Science with emphasis on reference and library instruction.
2. Two years of occupational experience in library Services and library instruction at the post-secondary level.

3. Knowledge of online catalogs, electronic databases, and electronic resources.
4. Excellent interpersonal communication skills.

PREFERRED QUALIFICATIONS:

1. Work experience in web page design.
2. Experience using programs such as Camtasia and Captivate.
3. Experience in library promotion/programming
4. Recent work experience using an Integrated Library System (ie. Innovative/Sierra – Circulation and Cataloging).
5. Work experience with a diverse population
6. Reference and library instruction work in supporting health occupations programs

SUPPLEMENTAL INFORMATION:

Candidates must be legally authorized to work in the United States on a permanent basis. Verification of employment eligibility will be required at the time of hire. Visa sponsorship is not available.

START DATE: July 1, 2018

DIVISION/LOCATION: Academic Operations/District-Wide

FLSA DESIGNATION: Exempt

CONDITIONS OF EMPLOYMENT:

1. Employment is contingent upon an acceptable background/reference check.
2. Employment eligibility for the United States.
3. Gateway does not sponsor employment based visas.

WORKING CONDITIONS:

1. Tobacco-free environment
2. Private office
3. Contact with public
4. Some lifting and moving of books and other library materials

All qualified applicants will receive consideration for employment without regard to race, color, sex or national origin. Gateway Technical College is an Equal Opportunity/Access Educator/Employer operating under an Affirmative Action Plan. Reasonable accommodations will be provided for qualified individuals with disabilities. If you have a disability and need special accommodation for the application process, please contact Human Resources at 262-564-2358.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.gtc.edu/hr>

3520 30th Avenue
Kenosha, WI 53144
262-564-2358

jenrettep@gtc.edu

Position #18027
LIBRARIAN
JM

Librarian Supplemental Questionnaire

- * 1. Do you have a Master's degree or higher in Library Science with an emphasis on reference and library instruction?
 - Yes
 - No
- * 2. Do you possess at least two years of occupational experience in library Services and library instruction at the post-secondary level?
 - Yes
 - No
- * 3. Describe your work experience with computer library services and library instruction.

- * 4. Which of the following programs or areas do you possess working experience in? (Check all that apply)
 - Camtasia
 - Captivate
 - Web Page Design
 - Library Promotion/Programming
 - Integrated Library System (i.e. Innovative/Sierra-Circulation and Caataloging)
 - Working with diverse populations.
 - Health Occupation Programs
 - None of the above
- * 5. Describe your work experience with online catalogs, electronic databases, and electronic resources.

- * Required Question