

Librarian (Part-Time)

The American College of the Building Arts is seeking a Librarian. The successful candidate will have the desire and ability to develop the colleges' library from the ground up. This includes building the library system as well as the collection. Additionally, the librarian will serve as the main point of contact for the computer lab. The librarian will be expected to work with students on research projects as well as other computer related assignments. Develop and implement the vision and strategic plan for the library

- An adventuresome spirit
- Willing to grow with a new educational institution.
- Demonstrated ability to operate in a teamwork environment
- MLS degree (or equivalent) from an ALA accredited program.
- Additional relevant certification will be a plus

Responsibilities

- Develop and implement the vision and strategic plan for the library
- Experience with integrated library systems, cataloging, reference, and general library services. .
- Knowledge of audio-visual equipment including digital cameras, projection systems, etc
- Apply for externally funded grants to develop and expand library resources.
- Ability to multi-task in a small library, one-person or limited staff situation.
- Some knowledge of architecture, historic preservation and the building trades is preferred.

Required Skill

- Knowledge of Microsoft package
- Library website resources like Lyrasis and leos and other data base searching skills.
- Strong interpersonal, communication and presentation skills
- Excellent organizational skills

Physical Requirement

- The ideal candidate will be required to perform frequent motions, sit, walk, reach out and lift up to 10lbs.

A completed application consists of an official application form (www.buildingartscollege.us) letter addressing the desired qualifications, a resume, names and contact information for three professional references

For further information contact:

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