



## Job Description

**JOB TITLE:** Electronic Resources Librarian

**DEPARTMENT:** Library

**REPORTS TO:** Director of Library Services

**UNIVERSITY MISSION:** Rochester Christian University prepares students for professional and personal success as they serve in God's world.

**POSITION SUMMARY:** This position is responsible for managing the library's ERM resources as well as the library website. This position will also work to ensure that electronic resources are widely accessible as possible and coordinate the library's response to access issues involving electronic resources.

**EDUCATION AND/OR EXPERIENCE REQUIRED:**

- MLS/MLIS/MSLS from an ALA accredited graduate program
- Knowledge of e-resources management trends and practices
- Strong analytical skills and ability to solve complex problems

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Full-time, 12-month position, 37.5 hours a week, some weekend and evening hours
- Manages a wide range of electronic resources
- Configures and maintains LMS and works with system vendor to address any system issues
- Manages the library web pages
- Provides technical support to resolve access issues for library e-resources
- Communicates with vendors, IT, DALNET and library staff regarding e-resource acquisitions and any technical issues
- Evaluates library e-resources
- Catalogues print and electronic materials
- Collaborates with the Instructional Design Librarian to manage social media accounts
- Provides professional reference and research assistance to faculty, students, and the campus community by receiving and responding to information requests in person and remotely through phone/email/chat
- Assists with collection development and fulfills faculty liaison role for assigned areas
- Participates in a committee work as part of faculty duties
- Promote an inclusive Rochester through demonstration of our Diversity Statement. Participate in developmental activities to increase understanding and awareness of issues related to diversity, equity and inclusion both individually and as related to my field of work, profession or discipline.

**SUPERVISORY DUTIES:**

- Supervises student library assistants
- Supervises student library assistants with processing incoming materials

**REQUIRED SKILLS AND ABILITIES:**

- Good oral and written communication skills with a high degree of computer literacy
- Ability to work independently and collaboratively
- Knowledge of ALMA, online information retrieval, and use of electronic resources
- Supportive of the University mission. Indicators of this support include a demonstrated personal faith in Jesus Christ and being active in a local church.