

Position Description

Position Title: Instructor/Assistant Professor

Area of Specialization: **Electronic Information Coordinator**

Department: Library Public Services

POSITION

Faculty position, 10 month, tenure-track.

Serves as a member of a dynamic Public Services department committed to the successful acquisition and management of the Libraries' collection of electronic resources. Reports to the Head of Library Public Services with collaborative report to the Head of Library Technical Services. Seeking a person with forward-looking ideas to work in a collaborative environment, set high user-centered service standards, and possess excellent communication skills.

RESPONSIBILITIES

Responsibilities include, but are not limited to,

- Coordinates all electronic resources within University Libraries **preparing and analyzing** usage statistics on a regular basis to both public and technical services; developing new procedures **for e-resource management as needed;**
- Participates in university and professional activities, including research publication, and service to meet the department's criteria for promotion and tenure.
- Provides reference assistance, research instruction and collection development in assigned subjects, and attends public and technical services faculty or coordinator meetings.
- **Communicates in a timely manner** with vendors, reviews and manages license information and product trials.
- Provides leadership for the formulation of policies related to electronic resources access and the role of the OPAC in providing coherent access to in-house and external electronic resources including locally developed scholarly digital resources, such as institutional repositories.
- Is familiar with emerging information technologies that support student learning.
- Develops and presents instructional sessions on the use, understanding and evaluation of the library's electronic resources.
- Chairs the Libraries' Electronic Resources Information Committee.
- May represent the Libraries on statewide committees or regional consortia.

QUALIFICATIONS

- ALA-accredited Master's degree in Library **Science plus professional experience with** electronic resources, including supervision, preferably in the areas of licensing, purchasing, or other comparable skills relating to e-resource management.
- Experience working in an integrated automated environment, preferably Voyager.
- **Excellent** organizational, analytical, communication and interpersonal skills.
- **A subject master's is required for promotion and tenure.**

SALARY: \$50,000 (commensurate with qualifications and experience)

Candidates should send a letter of application, resume and contact information (including e-mail addresses) for three professional references to:

Sean Kinder, Chair, Search Committee
Department of Library Public Services
Western Kentucky University
1906 College Heights Blvd. #11067
Bowling Green, KY 42101-1067

Or to:

Sean.Kinder@wku.edu

Review of applications will begin March 1, 2009.

Western Kentucky University is committed to the promotion of stewardship and student engagement.

All qualified individuals are encouraged to apply including women, minorities, persons with disabilities and disabled veterans.

Western Kentucky University is an Affirmative Action/Equal Opportunity Employer