Western Kentucky University (WKU) seeks applications for the position of Assistant Professor in the Department of Library Technical Services (DLTS) which is composed of Continuing Resources, Bibliographic Access, Acquisitions/Collection Services, and Student Personnel. The DLTS is responsible for acquiring, organizing, cataloging, and providing access to books, serials, non-print items, and electronic resources; binding and preserving materials for extended use in the collection. WKU Libraries uses the Voyager integrated library system and is in the initial stage of migrating to Alma. Anticipated starting date is January 1, 2016.

**Responsibilities include:**

- Coordinates all aspects of the integrated library system including: planning for, installing, testing, and implementing new software versions and software corrections; customizing system options; maintaining security; implementing software features; and configuring the online catalog interface
- Manages the library discovery tool
- Manages the library patron authentication software and configures it for new products
- Assists in managing the electronic resources management system and extracting data and statistics
- Creates reports, extracts data, and performs record loads for the integrated library system
- Troubleshoots problems with the ILS and discovery tool and report to the vendor as necessary
- Troubleshoots problems related to accessing e-resources working closely with the Electronic Resources Librarian to ensure patron access to e-resources
- Coordinates with the Library Systems Office to troubleshoot problems and provide support for library software
- Works with Administrative Systems and Applications in Information Technology to obtain support for library systems needs such as the administration of the patron authentication software and server; develops programming to provide data files of patron information to enable patron uploads; provides input when the library may be impacted by other ASA projects
- Teaching, research/creativity activity, and university/public service as outlined in the university and department criteria for faculty rank and promotion

**Knowledge and Skills Considered Essential for Success:**

- Knowledge of relational databases
- Familiarity with Microsoft Office products with emphasis on MA Access and Excel
- Knowledge of bibliographic record structures and core library operations such as circulation, cataloging, acquisitions, serials, etc.
- Knowledge of CSS, XSL, XML, basic UNIX commands
- Ability to work within a team environment
- Ability to communicate effectively with faculty, staff, and students
- Must be able to meet the promotion and tenure criteria of the department

Requirements:

- Master’s degree in library or information science from a program accredited by the American Library Association
- Bachelor degree in Computer Science or Information Systems or in other related fields
- Two years of experience working with an integrated library system

For more information about our department, see our web site at: http://www.wku.edu/library/dlts/index.php

Review of applications will begin September 1, 2015. Interested candidates should submit a letter of application, resume, transcripts, and three letters of professional references to Uma Doraiswamy at uma.doraiswamy@wku.edu or through U.S. mail to:

Uma Doraiswamy, Chair, Search Committee
Department of Library Technical Services
Western Kentucky University
1906 College Heights Blvd. #11067
Bowling Green, Kentucky, 42101-1067

Kentucky state law requires all public institutions of postsecondary education to conduct pre-employment criminal background checks to determine suitability for employment.

Western Kentucky University does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age, religion, veteran status, or marital status in admission to career and technical education programs and/or activities, or employment practices in accordance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Revised 1992, and the Americans with Disabilities Act of 1990.

Persons with disabilities, who need reasonable accommodations to participate in the application and/or selection process, should notify The Office of Equal Opportunity/Affirmative Action/University ADA Services at (270) 745-5121, a minimum of five working days in advance.