

# VERMONT TECH

October 6, 2016

## POSITION ANNOUNCEMENT

- Position:** Librarian 1 (Reference)  
12 month Full-time, VSC Grade 11, Non-Exempt  
VSC-UP PAT Bargaining Unit
- Shift:** Sunday – Thursday, 2 pm – 10 pm  
Flexibility with schedule is required during breaks (regular daytime hours) and final exam weeks (hours would be 4 pm – 12 am).
- Compensation:** Within the VSC Grade 11 salary range plus VSC-UP PAT benefits package.
- Location:** Randolph Center campus
- Responsibilities:** Working with a team of librarians to provide reference services to students and faculty at Vermont Technical College and the Community College of Vermont. Responsibilities include but are not limited to:
- Provide in-person, phone, and email reference service during evening hours.
  - Work alone with some work study support, overseeing Library circulation, reference and operations in the evenings.
  - Assist users at Vermont Technical College and the Community College of Vermont in finding information using the Library Catalog, databases, and other resources.
  - Provide information literacy instruction to classes and groups as scheduled and as an embedded librarian in course management system (Moodle).
  - Act as library liaison to assigned programs, liaising with faculty and performing collection development and weeding in assigned program area.
  - Assist with the virtual reference chat service.
  - Create instructional guides using current library technologies like LibGuides.
  - Assist with special projects as needed, such as working with the college archives.
- Qualifications:** Master’s degree in Library Science from an ALA accredited program (or nearing completion of Master’s degree in Library Science), plus one year of relevant experience, including some academic reference and instruction experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
- Broad base of knowledge and skills related to college library

technologies.

- Good planning, organizational & administrative skills.
- Ability to deal effectively with library patrons and staff, including good interviewing, teaching, advising, and public speaking skills.
- Ability to communicate with colleagues, students and faculty, in an online virtual environment using various technologies.
- VT valid driver's license is required.

**Starting Date:** **January 3<sup>rd</sup>, 2017**

**Application Deadline:** Applications will be accepted until October 31<sup>st</sup>, 2016. **Incomplete application materials will not be considered.**

**To Apply:** Send a completed VTC employment application (**required**), resume and cover letter to: [jobs@vtc.edu](mailto:jobs@vtc.edu). The employment application is available on the Vermont Tech website at: [www.vtc.edu/employment](http://www.vtc.edu/employment).

Final offer of employment is subject to a fingerprint supported criminal background check.

*Vermont Tech strongly encourages applications from members of ethnic minority groups and other under-represented backgrounds. Vermont Tech is an Equal Opportunity Employer and a member of the Vermont State Colleges system. In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.*