

Digital Services Librarian

DEPARTMENT: Library
Employment Detail: Permanent, Full-time

Applications received by August 10, 2017 will be guaranteed full review and consideration.
Applications received after that date may be considered until an adequate applicant pool has been established.

DUTIES:

Serve as administrator of the library services platform (Alma/Primo); work cooperatively with the library's Computer Support Specialist and Technical Services department to ensure continuous access to e-resources; maintain and manage the library web site, including its institutional repository; serve as collection development librarian and liaison to health and social sciences departments; provide library instruction; work specified hours providing reference at the library's information desk including some evenings and weekends; maintain and document a program of the practice of librarianship, publication and service for this full time tenure track position.

REQUIRED QUALIFICATIONS:

- Master of Library Science degree from an ALA-accredited program
- Experience using Alma/Primo or similar software
- Experience using html, css and web content management systems (e.g. Cascade)

REQUIRED SKILLS:

- Demonstrated ability to work in a team environment and adapt to technological change

PREFERRED QUALIFICATIONS:

- Teaching or training experience
- Experience working in a library
- Experience in library electronic resource management
- Familiarity with digital preservation best practices
- Evidence of strong interpersonal skills and demonstrated commitment to public service

To apply, please submit the following items:

1) Letter of application, 2) Resume, 3) Name and contact information for 3 professional references

The items listed above should be sent or e-mailed to:

Montana Tech Human Resources, 1300 West Park Street, Butte, MT 59701

e-mail: HumanResources@mtech.edu Phone: 406-496-4380 Fax: 406-496-4387

Montana Tech is committed to providing a working and learning environment free from discrimination. As such, the University does not discriminate in the admission, access to or conduct of its educational programs and activities nor in its employment policies and practices on the basis of race, color, religion, national origin, ethnicity, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political beliefs, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation or preference. In support of the University's mission to be inclusive and diverse, applications from qualified minorities, women, veterans and persons with disabilities are highly encouraged. Montana Tech makes accommodation for any known disability that may interfere with an applicant's ability to compete in the hiring process or an employee's ability to perform the duties of the job. In compliance with the Montana Veteran's Employment Preference Act, Montana Tech provides preference in employment to veterans, disabled veterans, and certain eligible relatives of veterans. To claim veteran's preference please complete the employment (veteran's) preference form located on the employment page. To request an accommodation, contact Cathy Isakson 406-496-4380; cisakson@mtech.edu

Any offer of employment is contingent upon a satisfactory criminal background check.