



**JOB TITLE: Library Information Specialist / College Store Manager**

**REPORTS TO: Director of Library Services/Educational Technology Coordinator**

**DEPARTMENT: Pitts Library**

**START DATE: January 5, 2021**

**CLASSIFICATION: Full-Time Staff**

**SALARY: Negotiable**

**General Function:**

Under the immediate supervision of the Director of Library Services/Educational Technology Coordinator, the Library Information Specialist is responsible for a wide range of functions encompassing the daily operation of the library, including acting as first point of contact with patrons, performing all circulation duties, and assisting in collection development, programming, bibliographic instruction, and reference services.

In addition to these routine tasks, this position is rooted in technology and will involve expanding instruction for remote students, both synchronously and asynchronously; overseeing programming specializing in technology and information literacy; working to improve remote student access to the best and timeliest resources and services as well as assisting in the administration of the Andrew College learning management system (Canvas, Moodle). Many clerical responsibilities come with this position, but its main thrust is keeping the library aligned in terms of new technology and in that ongoing process, not only improving student/faculty access to quality information, but giving them the tools and knowledge to apply that information in real world scenarios. The ideal candidate for this position will have strong technology skills and know how to use those skills in the service of supplementing classroom instruction, and in the service of cultivating an atmosphere of self-directed, task-oriented learning.

In the role of College Store Manager, this position oversees all aspects of daily operations and long-term planning. The College Store Manager engages with customers in a friendly and courteous manner.

**Duties and Responsibilities:**

**as Library Information Specialist:**

- Perform information literacy instruction for individual students and classes, with an emphasis on online programs.
- Act as embedded librarian in multiple research-dense online courses.
- Assist in the administration of the Andrew College learning management system(s) by setting up courses, adding students, troubleshooting, checking emails, etc.
- Perform marketing outreach on campus and online.
- Process interlibrary loan requests.
- Assist in regular and special event planning and displays, technology-based in particular.
- Assist in digitization of archival holdings.
- Develop webinars in access and use of library resources and services and online learning
- Oversee makerspace and coding club programming/instruction/scheduling.
- Perform all circulation desk procedures, including checking in and out materials, creating patron accounts, monitoring overdue materials, and maintaining accurate records of library use.

- Perform functions related to cataloging and weeding of collection materials in OCLC WorldShare Management Services.
- Shelve library materials and maintain organization in library stacks.
- Communicate library policies and procedures to students and faculty.
- Assist students and faculty in selection and location of print and electronic bibliographic materials.
- Aid students with technical, research, and general library issues in a friendly manner.
- Respond to reference questions by phone, email, or in person.
- Process and file all invoices and receipts.
- Train and supervise student workers.
- Sort and process mail.
- Provide professional development opportunities centered on online learning to faculty/staff.
- Assume other appropriate responsibilities as designated or delegated by the director of library services.

**as College Store Manager:**

- Perform all clerical duties during regular operating hours.
- Be available to open/operate store during special hours, including Inspire Days and orientation.
- Responsible for planning, ordering, and maintaining of all store inventories.
- Set pricing policies for all inventories.
- Determine need for and authorize promotional sales.
- Responsible for marketing merchandise appropriately, both on campus and online
- Maintain inventory records for annual submission to business office.
- Regularly close out store register and run reports.
- Process and file all invoices and receipts.
- Assist customers in helpful and courteous manner.

**Minimum Requirements:**

- Associate's degree or equivalent education required; bachelor's degree preferred.
- Some related work experience in library environment preferred.
- Some related work experience in customer service preferred.
- Ability to use and instruct others in Windows-based software (including Microsoft Word, Excel and PowerPoint), Internet navigation, and general computer use.
- Must be authorized for unrestricted employment in the United States indefinitely with no immigration sponsorship needed.

**Working Conditions:**

- Ability to stay on feet for long stretches when shelving materials.
- Ability to lift up to 35 pounds and to push loaded book trucks up to 100 pounds.

**Applicants should complete the Quick Application located on the Andrew College website for the desired position along with submitting a cover letter, resume, unofficial transcript(s) & three references with**

**telephone numbers to: [www.andrewcollege.edu](http://www.andrewcollege.edu)**

**Jennifer Mitchell, Director of Human Resources**

**[hr@andrewcollege.edu](mailto:hr@andrewcollege.edu)**

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*Andrew College does not discriminate on the basis of race, color, religion, gender, age, creed, national origin, or disability in its employment policies.*