



**JOB TITLE: Online Education Assistant/Library Information Specialist**

**REPORTS TO: Director of Library Services**

**DEPARTMENT: Pitts Library**

**START DATE: Immediately**

**CLASSIFICATION: Full-Time Staff**

**SALARY: Negotiable**

**General Function:**

Under the immediate supervision of the Director of Library Services, the Online Education Assistant/Library Information Specialist is responsible for a wide range of functions encompassing assisting the Online Education Director and maintaining the Canvas LMS and courses; 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; and working to improve student remote access, both through Canvas LMS and the library resources. The ideal candidate for this position will have strong technology skills. This position encompasses the role of College Store Manager which oversees all aspects of daily operations and long-term planning. The College Store Manager engages with customers in a friendly and courteous manner.

**Minimum Requirements:**

- Associate's degree or equivalent education, bachelor's degree preferred
- Related work in a LMS, Canvas 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 push loaded book trucks up to 100 pounds.

**Applicants should complete the Quick Application located on Andrew College website for the desired position along with submitting a cover letter, resume, unofficial transcript(s) & three references with telephone numbers to: <https://www.andrewcollege.edu/employment-opportunities/> Jennifer Mitchell, Director of Human Resources [hr@andrewcollege.edu](mailto:hr@andrewcollege.edu)**

***The review process will begin immediately and will continue until the position is filled.***

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