



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

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

Andrew College—the United Methodist beacon of educational, spiritual, and cultural uplift to Southwest Georgia since 1854—prepares students for lives of servant leadership and purpose through higher education that is relevant to its region and beyond.

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