

Electronic Resources & Serials Coordinator – Part-time, 20 hours/week
Library and Information Services

Position Summary: Focus is on electronic resources collection management.

Qualifications

Requires minimum education of B.A.; additional graduate work in MLIS highly desired. Personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations is required. Other requirements include:

- Demonstrated skill in data analysis (including facility with Microsoft Excel)
- Experience with collaborative project management
- Ability to work with others to create, maintain, and document workflows and accomplish tasks
- Experience in courageous and creative problem-solving
- Ability to learn and troubleshoot various library software applications (such as WMS Knowledge Base, Celus One, Ebsconet) and support library staff in their use
- Ability to communicate effectively with other library staff, college faculty and administration, students, library software vendors, and consortia staff (SCELC)

Essential Duties

Serials Collection Management

- Compiles and maintains reports on e-resource usage using multiple software applications such as Celus One and Knowledge Base.
- Maintains authentication software (such as Open Athens) operability with serials and journal databases.
- Assesses, selects, and de-selects serials in electronic and print formats in collaboration with library liaisons and the library director.
- Verifies and troubleshoots problems with access to journals and other online resources.
- Maintains and oversees licenses, subscriptions and vendor relationships related to journals and other online resources.
- Assists in the development, implementation, and documentation of efficient and effective policies and procedures.
- Maintains current awareness of library technical service issues, with particular focus on participation in consortia (SCELC) and the integrated library system (WMS) vendor/user communities.

Library Website

- Maintains and enhances the Library website using Drupal in collaboration with designated library staff and College Communications staff.

Workplace Demeanor

- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds. Westmont expects employees to avail themselves wherever necessary, demonstrating flexibility and openness to new requests and responsibilities in order to foster an environment of collaboration.
- Performs other duties as assigned.

Reports to: The library director.