



Electronic Resources and Systems Librarian

Wofford College invites applications for an electronic resources and systems librarian. The successful applicant will join Wofford at a moment of major transition and growth, as the library recently completed a building renovation and joined a statewide shared library service platform in summer 2020. The library staff plays an essential role in Wofford's commitment to academic excellence, collaborative teaching and learning and community engagement. The library seeks an experienced librarian dedicated to diversity, equity and inclusion.

Reporting directly to the dean of the library, the electronic resources and systems librarian has primary responsibility to serve as administrator of the library services platform (Alma/Primo) and authentication network (Open Athens). The electronic resources and systems librarian provides expertise in managing and overseeing the electronic resources collection, coordinating activities related to acquiring and providing access to electronic resources and strategically planning for the future of the electronic resources collection. The electronic resources and systems librarian coordinates with vendors and campus information technology to ensure continuous access to e-resources and to maintain and manage library resources, including library guides and institutional repositories. Other expectations include working cooperatively with the technical services staff for overall resource management, performing collection development and serving as the liaison to select academic departments. Additionally, the position provides library instruction and personal librarian duties as assigned.

The electronic resources and systems librarian is a full-time exempt position located in Sandor Teszler Library. The normal work schedule is regular business hours (8:30 a.m. to 5 p.m. Monday through Friday) with occasional travel and non-business hours required. The minimal work hours expected are 40 hours per week.

JOB DUTIES/RESPONSIBILITIES:

Electronic Resource and Systems Management (70 percent)

- Coordinates the customization and integration and maintenance of electronic resources and services between the library's discovery platforms, including ExLibris's Primo, Alma, OpenAthens authentication and the library website.
- Provides technical expertise in installing, troubleshooting, maintaining, and upgrading system software and in performing critical operations such as extracting/loading records and analyzing data in Alma. Also includes database troubleshooting and support.
- Leads the efforts to analyze, troubleshoot and resolve access problems concerning the library's licensed electronic resources and the institutional repository.
- Works closely with technical services staff to ensure that systems are optimized for acquisitions, cataloging/metadata and e-resource management operations.
- Collaborates with archives and special collection colleagues on digital repository projects.
- Partners with public services personnel to solve technical issues that affect user services and to identify strategies for enhancing electronic resources accessibility and findability.
- Oversees library webpage development in coordination with IT and the Office of Marketing and Communication to enhance the user experience. Coordinates and maintains Springshare applications, including Database A-Z list and assets.

- Provides expertise in strategically planning for the future of the electronic resources collection, including licensed and open educational resources (OER) as well as institutional repositories.
- Serves as the library's primary contact with the state academic library consortium (PASCAL), the Carolina Consortium, vendors and publishers regarding discovery and access issues related to licensed electronic resources.
- Monitors trends and best practices related to access and discovery of electronic resources and recommends improvements to existing policies, tools and workflows as appropriate.
- Writes documentation to record processes.
- Oversees the development and operation of assessment tools for data related to e-resource collections.

Service and Outreach (20%)

- Develops and maintains positive relationships and open communication with individuals in furthering the library's strategic directions and goals.
- Provides excellent customer service to a diverse group of constituents.
- Serves on library and college committees and task forces.
- Serves as a liaison to one or more academic departments or programs. Initiates and builds relationships through outreach and engagement. Develops and manages collections in support of teaching, learning and research needs.
- Participates in the personal librarian program in the first-year seminar.

Other Responsibilities (10%)

- Performs other duties or related tasks as assigned.

QUALIFICATIONS:

- MLS from an ALA accredited program or equivalent degree is required for appointment.
- Working knowledge of and direct experience with integrated library systems and related search and discovery products; Ex Libris Alma and Primo as well as OpenAthens preferred.
- Ability to respond effectively to changing needs and priorities by strategizing, prioritizing and taking a flexible approach to a rapidly changing environment.
- Excellent interpersonal, analytical, organizational, problem-solving, time management and communication skills.
- Demonstrated ability to work as an effective member of a collegial team.
- Thorough knowledge of electronic resource management.
- The ideal candidate will understand the uses and methods of assessing and evaluating technology-based products and services.
- Experience with reference and library instruction preferred.
- Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty and student population.

APPLICATION:

Application materials must be emailed to ERSLibrarianSearch@wofford.edu. Application materials include: (1) a letter of interest explaining how you meet the qualifications for this position; (2) a current resume or CV; and (3) names and contact information for (minimally) three professional references, including a recent supervisor (notice will be given before contacting any references). Assured

consideration will be provided for all applications received by April 26, 2021. Review of applications begins immediately and continues until the position is filled with an anticipated start date in early summer 2021.

Salary will be commensurate with experience. Wofford College provides a competitive benefits package, including employer contribution to retirement savings, employer premium contribution to comprehensive major medical insurance, disability insurance and other accompanying fringes.

ABOUT THE SANDOR TESZLER LIBRARY:

The Sandor Teszler Library was built in 1969 and dedicated in 1971 in honor of Sandor Teszler, a native of Hungary, a Holocaust survivor and a local textile executive. Use of the library grew quickly after the three-story, 43,000-square-foot building opened. The library won an award of merit from the South Carolina chapter of the American Institute of Architects, and in the decades since the library's original construction the collections have continued to grow and diversify, and the building continues to evolve to meet student and faculty needs. The Sandor Teszler Library has just completed a major building renovation that positions it as an academic commons to facilitate student learning and collaboration. As essential partners in student success, the librarians and archivist run an active subject liaison and personal librarian program that connects students and faculty to library resources. The library houses the college's special collections and archives, including the historic records of the South Carolina Conference of the United Methodist Church. The lower level of the library features an art gallery with exhibitions changing each semester. The library prides itself on being a place where everyone can feel like they belong because they are universally respected, important and welcomed.

ABOUT WOFFORD COLLEGE:

Wofford College, established in 1854, is a private liberal arts residential college located a few blocks north of downtown Spartanburg, South Carolina. Wofford offers 27 major fields of study to a student body of nearly 1,800 undergraduates and is nationally known for the strength of its academic program, outstanding faculty and study abroad participation. Wofford is home to one of the nation's 290 Phi Beta Kappa chapters. The college community supports 19 NCAA Division I athletics teams and numerous student organizations, including honor societies, professional organizations, faith-based organizations, club sports and three publications.

ABOUT SPARTANBURG:

Spartanburg is a city of about 40,000 located in the northwestern part of the state, about one hour's drive from Charlotte or Asheville, North Carolina, and about 30 minutes from Greenville, South Carolina. Coastal South Carolina can be reached in about three hours. Learn more about Spartanburg at <https://www.onespartanburginc.com/about-spartanburg/>.

EEO STATEMENT:

Wofford College values diversity within our students, faculty, and staff, and strives to recruit, develop, and retain the most talented people. Wofford College does not discriminate in employment on the bases of race, color, creed, religion, sex, sexual orientation, transgender status, gender identity, age, national origin, disability, veteran status, or any other legally protected status in accordance with applicable federal, state and/or local laws.

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities for employment. If you require any accommodations to participate in any part of the hiring process, please contact HumanResources@Wofford.edu.

COMPLIANCE WITH TITLE IX:

In compliance with Title IX of the Education Amendments of 1972, Wofford College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of sex. Policies and procedures for addressing complaints of discrimination and harassment can be found at www.wofford.edu/titleix. Reports can be made to the Title IX Coordinator at any time. Inquiries related to the application of Title IX at Wofford should be referred to the college's Title IX Coordinator (contact information below) and external inquiries can be made to the Department of Education.

Wofford College Title IX Coordinator

Amanda Estabrook
429 N Church St.
Campus Life Building, Office
Spartanburg, SC 29303
(864) 597-4047
estabrookar@wofford.edu

External inquiry can be made to:

Office for Civil Rights (OCR)
U.S. Department of Education
6400 Maryland Avenue, SW
Washington, D.C. 20202-1100
(800) 421-3481
OCR@ed.gov/<http://www.ed.gov/ocr>