



## Technical Services Librarian

Sandor Teszler Library

Wofford College's Sandor Teszler Library invites applications for a full-time, exempt, Technical Services Librarian. Reporting directly to the Director of Library Collections, Discovery, and Access Services, the Technical Services Librarian has primary responsibility to serve as administrator of the library services platform (Alma/Primo) and authentication network (Open Athens). The Technical Services Librarian coordinates with vendors and campus information technology to ensure continuous access to e-resources; maintain and manage library resources, including library guides and institutional repository. Other expectations in the **position description** include working cooperatively within the Collections, Discovery, and Access Services team on cataloging and serials management, performing collection development and serving as the liaison to select academic departments.

### QUALIFICATION/SKILLSETS:

A MLS from an ALA accredited program or equivalent degree is required for appointment. Demonstrated experience managing an automated library system and web-based applications is required, and administration certifications for Alma and Primo VE is preferred. Minimally two years of experience with cataloging using MARC is required; and experience with Dublin Core is preferred.

Demonstrated understanding of library organization and research processes is required, and academic library experience is highly desired. Effective communications skills (written and verbal) and working both independently at times as well as collaboratively as part of a team in a problem-solving environment is expected. This position requires lifting, pushing, pulling, or carrying up to 25lbs. (books, computers, etc.).

### HOW TO APPLY:

Assured consideration will be provided for all applications received no later than midnight, October 1, 2020. Application materials include: (1) a letter of interest explaining how you meet the qualifications for this position, (2) a current resume, and (3) names and contact information for (minimally) 3 professional references, and can be emailed to [TechLib@wofford.edu](mailto:TechLib@wofford.edu).

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 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 25 major fields of study to a student body of 1700 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 283 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.

Neighboring cities to Spartanburg are Greenville, SC, located a half-hour drive west and Charlotte, NC, just one and a half-hour northeast. Asheville, NC, known for its culinary options, the historic Biltmore Estate, and outdoor activities attractions is just one hour north. Atlanta, GA, a major city with an international airport, and historic Charleston, SC, are both approximately 3 hours away.

**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 an accommodation to participate in any part of the hiring process, please reach out to [HumanResources@Wofford.edu](mailto: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](http://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 6  
Spartanburg, SC 29303  
(864) 597-4047  
[estabrookar@wofford.edu](mailto:estabrookar@wofford.edu)

External inquiry can be made to:

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