

# POSITION ANNOUNCEMENT

## Evening Librarian

Northeast Mississippi Community College is now accepting applications for a full-time, nine-month evening librarian. Librarian will also provide student academic advising, serve on college committees, and perform other duties as assigned. This is a full-time assignment to the Booneville campus.

### QUALIFICATIONS:

#### Required -

- Master's degree with a minimum of 18 graduate hours in Library & Information Science or related field
- Verifiable ability to teach effectively and creatively
- Verifiable ability to function as a team member
- Verifiable ability to work with diverse student populations
- A desire to work with students who need extra help to succeed
- Written and interpersonal communication skills
- Verifiable experience with educational technology
- Compliance with administrative policies of the institution

#### Preferred -

- Master's degree in Library & Information Science
- At least 2 years of experience working in libraries and/or education

#### APPLICATION DEADLINE:

May 15, 2024

#### APPLICATION MATERIALS:

To apply, please submit a cover letter, official college application form, resume, and official transcript(s) of all college work. (*Applications currently on file can be activated for this position by submission of a cover letter.*)

#### APPLICATION MATERIALS SHOULD BE DIRECTED TO:

Human Resources  
Northeast Mississippi Community College  
101 Cunningham Boulevard  
Booneville, MS 38829

*In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; and, Section 504 of the Rehabilitation Act of 1973, as amended, the Board of Trustees of Northeast Mississippi Community College has adopted this policy assuring that no one shall, on the grounds of race, color, age, national origin, or sex, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College. Northeast Mississippi Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, age, color, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the College. The Section 504 Coordinator is Leigh Ann Stewart, Wright Hall (662)720-7192 and the Title IX Coordinator is Liz Roark, (662) 720-7223.*

**Position Description**  
**Northeast Mississippi Community College**  
**Revision Date: April 2024**

**POSITION:** Evening Librarian (nine-month contract)

**REPORTS TO:** Library Director

**QUALIFICATIONS:** Required –

- Master's degree with a minimum of 18 graduate hours in Library & Information Science or related field
- Verifiable ability to teach effectively and creatively
- Verifiable ability to function as a team member
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- Verifiable experience with educational technology
- Compliance with administrative policies of the institution

Preferred-

- Master's degree in Library & Information Science
- At least 2 years of experience working in libraries and/or education

**ROLE:** Full-time nine-month evening librarian. Librarian will also provide student academic advising, serve on college committees, and perform other duties as assigned. Full-time assignment to the Booneville campus.

**ACTIVITIES:**

- Assist in developing, maintaining, & evaluating the print/electronic collections to support instructional & recreational programs
- Instruct library users by giving and planning instruction and tours
- Answer in-person, telephone, email, & text questions to aid students, faculty, & staff
- Plan & teach library instruction, information literacy classes and/or workshops, both virtual & in-person, for students and employees
- Serve as a faculty liaison to the Division of Health Sciences to provide personalized assistance as requested
- Assist students or employees when using Makerspace equipment
- Provide student technology support
- Contribute to the development & maintenance of various instruction and promotional materials, including tutorials, social media, & other innovation tools
- Participate in professional organizations and professional development opportunities on campus
- Conduct regular inventory & weeding of the collection
- Assist in training & supervising student workers, including the management of timesheets
- Be familiar with current trends in technology and be willing to learn new technologies

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- Adhere to all policies & job requirements listed in the official NEMCC faculty job description & the Northeast Procedures Manual
- Attend & support college activities & functions

**NOTE:**

Attendance is required for this position. Job description, role and activities may change at any time without prior notice.

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