SCU OF HEALTH SCIENCES
Job Description

JOB TITLE: **Librarian** (Digital & E-Learning Resources)

Reports To:	Executive Director, Learning Resource Center
Prepared by: ADP TotalSource	September 30, 2016

SUMMARY
This position is primarily responsible for assisting and performing high level library reference, information literacy/skill teaching and other services as offered by the LRC by performing the following duties.

LIBRARIAN (Digital & E-Learning Resources)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

1. Leads/assists in new technology selection, and upgrades to library and academic software and technology in collaboration with appropriate institutional departments.

2. Teaches and assists students and faculty in the use of reference sources, books, indexes, web, and online databases to locate information and pursue scholarly research.

3. Coordinates with faculty all formal and informal instruction, orientation, and other support in use of LRC resources for curricular and co-curricular purposes and information literacy programs.

4. Catalogs (LC, NLM, AACR2, USMARC and RDA) materials in all formats, authority control, quality control, knowledge of changing metadata standards, knowledge of automatic indexing and metadata processes, and other duties associated.

5. Participates in collection development by evaluating and recommending possible acquisitions in all formats and media.

6. Supervises the daily function of the LRC Main Desk, including reserves, reference coordination, interlibrary loan, and serials management

7. Helps resolve complex problems regarding copyright compliance.

8. Collaborates in planning, implementing, monitoring and improving LRC services.

9. Participates in the program review process for the LRC and library technology programs.

10. Works with the Academic Support Office as needed to support student learning activities.

11. Establishes and maintains effective working relationships with SCU students, faculty, staff as well as vendors, and other non-SCU contacts.

12. Participates in the activities of appropriate institutional organizations and serves on college committees. Active participant in professional organizations.

13. Supervises operations and personnel as assigned.

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:
Master's degree (MLS, MLIS) or equivalent and one-to four years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

COMPUTER SKILLS:
To perform this job successfully, an individual should have knowledge of:; Database Software (Access); Development Software (Captive); Internet Software;; Spreadsheet Software (Excel);; Design Software; Project Management Software; Word Processing Software (Word); Electronic Mail Software (Outlook); Presentation software (PowerPoint); and Publisher software.

OTHER SKILLS, ABILITIES, AND QUALIFICATIONS:
- Experience with information retrieval theory, practice and delivery.
- Excellent technology skills.
- Skill in performing high-level research using specialized electronic library systems and databases.
- Skill in delivering instruction to faculty, students, staff, and others in the use of such electronic systems and research.

Expectations of SCU Employees
The SCU President's Cabinet has identified a set of values and attributes that are bare minimums for employment, those that are core to who we are as a university, and values to which we aspire. Further identified are qualities and attributes desirable for employees in general, and senior leadership specifically. This is in harmony with principles found in The Advantage, by Patrick Lencioni.

SCU Core Values:

1.   Transparency: Transparency implies openness, clear communication, respect, and accountability. Transparency is operating in such a way that it is easy for others to see what actions are performed. At SCU we believe that transparency leads to trust, improved problem solving, stronger unified teams, and enhanced productivity.

2.   Grit: Grit is passion and perseverance toward long-term goals. A positive, non-cognitive trait based on an individual's passion for a particular long-term goal coupled with a powerful motivation to achieve their respective objective. This perseverance of effort promotes the overcoming of obstacles or challenges that lie within a gritty individual's path to accomplishment. At SCU, grit is "Sprinting the Marathon" we have engaged in to be successful and reach long-term sustainability in the ever-changing healthcare and higher education environment. (http://www.ted.com/talks/angela_lee_duckworth_the_key_to_success_grit.html)

3.   Sense of Humor: Having a sense of humor is about having a sense of perspective and using the ability to find the humor in situations to manage stress and creatively problem solve. At SCU, adding relevant and safe humor is about celebrating work, not trivializing it.   By occasionally taking ourselves lightly, while still taking our jobs seriously, mixing humor in an appropriate manner will lead to improved workplace productivity and morale.

SCU Permission-to-Play Values: SCU Aspirational Values:

1) Respect   1) Evidence based
2) Integrity   2) Passion
3) Emotional intelligence   3) Extra mile
4) Team player   4) Integrative
5) Accountability   5) Adaptability
6) Collegiality
7) Authenticity