Access Services Librarian
Montana State University Billings

Montana State University Billings is a comprehensive public four-year higher education institution located in Montana’s largest population center, whose faculty is actively engaged in teaching, research, creative endeavors and public service. MSU Billings is unique in that it is one of a select few higher education institutions that also boasts an embedded two-year community college.

The Access Services Librarian coordinates and supervises the public and access service areas of the library, including fulfillment and resource sharing. This requires a commitment to moving the Library forward by adopting new technologies, innovations, and procedures for continuous quality improvement in areas of access service enhancement, library collections and the library environment. This position provides essential unified resource management (URM) administration and support to rapidly changing Library systems and applications. These functions are critical to ensure the performance of the URM and provide efficient access to library services and resources. The Access Services Librarian reports to the Director of Library Services.

For addition details regarding job duties and the application process please visit: https://employment.msubillings.edu/postings/2583

Application deadline for the Access Services Librarian position is January 29, 2018. The position is open until filled.

Required Qualifications

• Master’s degree from an ALA accredited library science program or completion of degree within one year of hire
• Skill and experience with library URM or integrated library systems
• Experience working with library technology systems and specialized library software
• Recent library work experience
• Recent experience in reference and public and access service areas
• Ability to train and supervise staff in public and access service areas
• Skill and experience in using and teaching web-based databases, discovery service, internet searching and traditional library reference materials
• Effective verbal and written communication
• Ability to work well and complete projects in a team environment with students, faculty, staff, and various stakeholders
• Strong organizational skills
• Ability to solve problems effectively and in a timely manner

Preferred Qualifications

• Experience working in a library consortium environment
• Experience in a higher education library environment
• Experience with ExLibris (Alma and Primo) URM systems
• Certified as an ExLibris Alma administrator

For questions regarding the position please contact the Human Resources Office, Montana State University Billings, 1500 University Drive, Billings, MT 59101-0298, 406-657-2278, employment@msubillings.edu.

Please share this information with anyone you think might be interested.