Advertisement for Library Associate: Assistant Head of Northwestern State University Library, Leesville Campus

Northwestern State University is looking for a library associate with excellent analytical, organizational, problem solving, interpersonal, and communication skills to assist in managing a branch campus library.

This is a 12-month full time unclassified position. Salary: $22,500

Supervised by head of Leesville Library

Duties include:

Managing the library in the absence of the head of the library

Supervising Student workers

Provide basic reference service

Assist with library instruction

Check in journals

Participates in professional development activities

Work with library faculty and staff on main campus to improve service

Participates in meetings and other activities at the Leesville campus

Perform other duties as assigned

Requirements:

* Bachelor Degree from an accredited university
* Library experience in academic, public, or school libraries

Please send a letter of application, resume, and the names and contact information for three references to Abbie Landry, Director of Libraries, Eugene P. Watson Memorial Library, Northwestern State University of Louisiana, Natchitoches, LA 71497 or email Landry@nsula.edu

DESCRIPTION OF THE WATSON LIBRARY: The library has a total of 20 staff members including 7 tenure-track faculty employees and 6 library associates. The library has an online catalog including both branches and participates in a statewide consortium, LOUIS. The Leesville Library is one of two branch campuses supported by the main library in Natchitoches. The Leesville branch is staffed by 2 full time unclassified employees.

Northwestern State University does not discriminate on the basis of race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, pregnancy or parenting status, and veteran or retirement status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following have been designated to handle inquiries regarding non-discrimination policies (i.e., Title IX):

Employees/Potential Employees - Veronica M. Biscoe, EEO Officer (318-357-6359)

Students - Frances Conine, Dean of Students (318-357-5286)