

Southern University at New Orleans
6400 Press Drive
New Orleans LA 70126
(504) 286-5225
Vacancies

1. Reference Librarian

Under the supervision of Library Director, provides quick reference, detailed research and reader's advisory assistance. Develops and maintains assigned library collections; provides one-on-one and group training for library patrons and staff; provides programming for other university units; identify grant and external funding opportunities for the library. Also performs professional work in reference, collection development, reader's advisory service, acquisitions, or other specific fields. May supervise the work of support staff. Uses information resources in a variety of formats including print, microform, CD-ROM, on-line databases, the internet, etc. to fill requests. Provides both one-on-one and group training in the use of the library, the library catalog, reference items, computer databases, and the internet.

2. Circulation Librarian

Plans, organizes and supervises the activities of the circulation unit; oversees circulation staff; assists library patrons in the use of library services, facilities, and equipment; interprets library policies for patrons; and coordinates activities with other unit heads.

General Duties

- Receives oral or written direction from Library Director and/or the Assistant Director.
- Plans work according to library schedule or standard routine.
- Establishes priority of work tasks.
- Participates in the development of operating policies and procedures.
- Participates through suggestions, in the near-term and long range planning of library services.
- Participates in library special projects as required or as necessary.
- Evaluates circulation operating procedures, and makes adjustments as needed to improve efficiency.
- Assigns work to paraprofessional and clerical staff.
- Supervises the circulation of the library collection of books and non-book materials.
- Oversees the enrollment of new patrons to the library.
- Provides service and book and media collection information and advice to new and current patrons.
- Supervises book reserve system.
- Responsible for appearance and order of adult collection.
- Supervises the receiving and recording of overdue fines.
- Recommends employment, promotion, and retention of unit staff members.
- Participates in periodic evaluation of assigned employees.
- Provides training exercises for circulation unit employees.
- Reviews and resolves personnel problems within unit as possible.
- Inspects damaged circulation materials, including books and equipment.
- Identifies cataloging errors and refers books or materials to technical unit.
- Maintains performance and repair of circulation equipment.
- Recommends equipment improvements.

- Maintains circulation data and prepares regular statistical reports for the Director.
- Reports work accomplished to Director.

Additional Duties

- Performs routine circulation desk duties as necessary.
- Oversees return of books and materials to shelves or storage places.
- Oversees billing and collections operations.
- Performs duties in other library divisions as needed.
- Supervises and provides continuing training to full-time, part-time and library volunteers.

Qualifications Profile

- The skills and knowledge required would be acquired with a Master's Degree in Library Science, and two years of increasingly responsible professional library work, preferably with experience in library circulation control work.
- Ability to apply principles of library science to solve practical problems and deal with a variety of concrete variables where only limited standardization exists.
- Ability to supervise.
- Knowledge of supervisory methods, including work delegation, scheduling, evaluating performance and maintaining morale.
- Ability to relate effectively to library patrons and to co-workers.
- Ability to prepare clear and concise statistical and narrative reports.
- Ability to acquire skill to oversee and to operate word and data processing equipment

3. Electronic Resources/ Government Documents Librarian

Coordinates all processing activities associated with electronic resources and government documents and ensures continuous access. Working with other library staff to develop and implement a problem tracking system; register and activate new e-resource titles; ensure that appropriate bibliographic and other records for e-resources are included in the catalog. Monitor Web sites, mailing lists and other sources of information regarding developments, plans and changes for electronic resources design. Provides instruction to library users, assist in library programming and any other duties as assigned by the library director.

Qualifications : Possession of a degree in Library Science or its equivalent from an ALA Accredited institution. One-year experience with Federal/LA Government documents. Six-month experience with serials/periodicals, and experience in database management.

To apply for any of the above positions:

Send resume and transcripts via e-mail to swilson@suno.edu. We will consider students with 9 hours or less remaining to complete a Master's in Library Science.

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