**ASSISTANT-LEARNING RESOURCE DIRECTOR**

The Assistant-Learning Resource Director position assists in the management of information resources and the operation of the Learning Resource Center (LRC).

***The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.***

**Job Title: Assistant-Learning Resource Director**

**Reports to: Director of Learning Resource Center**

**Group: MESPA**

**Grade: 2 Part-time (50%) position**

**FLSA: Non-Exempt**

**Essential Duties and Responsibilities:**

This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed, while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Assists in procedures as part of the LRC service program.
* Provides support for an automated library management system (including acquisitions, serials control, cataloging, inter-library loan, circulation, reserves and patron record maintenance), local/wide area networks and associated services.
* Participates in the development, implementation and continuous improvement of LRC operations.
* Utilizes AACR2, LCSH, DDC, MARC and Voyager® protocols to classify and catalog library materials.
* Processes library materials including books, serials, software and hardware.
* Trains and supervises work-study students.
* Provides public services including circulation, reference and reader’s advisory service.
* Assists in the management of the reserve collection.
* Maintains a current awareness of changes in the library, library media and curriculum materials.
* Processes requests through the interlibrary loan process.
* Provides interim supervision of the LRC in the absence of the Director.
* Represents the LRC on College standing and ad hoc committees as assigned.
* Commitment to helping students learn and achieve their goal.

**Knowledge of:**

* Cataloging tools including AACR2 (rev), RDA, LCSH, DDC, MARC and Voyager®.
* Traditional and electronic reference tools including general encyclopedias, dictionaries, directories and handbooks related to the curricular offerings of the College.
* Library automated systems and on-line database search techniques.
* Reference interview techniques.
* Academic collection development theory and practice.
* Theories and philosophies of library services, educational support services, collaborative learning and cooperative work environments.
* Metadata.

**Abilities:**   
**The ideal candidate will be able to:**

* Provide excellent customer service.
* Possess excellent organizational skills.
* Demonstrate excellent communication skills both verbally and in writing.
* Work effectively with students, faculty, staff and the general public.

**Other:**

Perform other duties as assigned.

**Education Required**

Associate Degree in Applied Sciences, Library Sciences, Library Technical

Assistant (LTA), or related field required; Bachelor’s preferred.

**Experience Preferred**

Two years of library experience.

Experience with technical services.

Experience with automated library management systems.

Experience with web-based library service.

Experience with distant learners.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use a computer, reach with hands and arms, and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually quiet.

**Application Process**

Review of applications will begin immediately and continue until the position is filled.

**Interested individuals should submit a portfolio containing:**

**a letter of interest**

**a detailed resume**

**three references that include current contact information**

**GCC Application for Employment**

**unofficial transcripts (official transcripts are required before employment)**

**other relevant material to:**

Human Resources Attn: Ashley Paquette

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*Gogebic Community College is an equal opportunity educator and employer.*