



ANGELO STATE UNIVERSITY

Member, Texas Tech University System

Job Opening For Staff Position of

Reference/Government Information Librarian

Job Posting #0803-013

POSITION INFORMATION

Library

Position Number 999793

Posting Date: March 28, 2008

SALARY

\$41,000. Excellent benefits package. Click [here](#) for more information.

JOB SUMMARY

This is a professional position, responsible for activities associated with library reference services, library instruction, online library tutorials/instruction, and government information and maps acquisition and online accessibility. The position reports to the Head of Reference.

TYPICAL DUTIES

1. Provides reference assistance as assigned and needed, including evening and weekend rotation.
2. Provides instruction and training for students, faculty, and others in the use of library electronic and print resources, U.S. and Texas government information databases and resources, maps, and scholarly internet sources.
3. Develops and maintains general and discipline-specific, online library tutorials.
4. Maintains Government Documents web pages.
5. Creates finding-aids associated with Reference, Government Documents, and Interlibrary Loan units.
6. Selects materials available from the Federal Depository Library Program and the Texas State Documents Collection.
7. Enhances professional development by reading professional publications and literature, and by participating in appropriate professional online discussion groups.
8. Serves on Library and University committees as assigned.
9. Enforces library policies and procedures; addresses problems and emergencies as appropriate.

KNOWLEDGE SKILLS AND ABILITIES

- Knowledge of best practices, trends, and standards in reference, library instruction, online information delivery, and government documents.
- Knowledge of HTML, CSS, and basic web page design.
- Familiarity with applications within Adobe Creative Suite, JavaScript, and/or other instructional design/technology applications is preferred.

QUALIFICATIONS

Master's degree in Library science or its equivalent from an American Library Association accredited program. One year or two years of pre-professional experience working with reference, government documents, library instruction, or educational technology is preferred.

APPLICATION REQUIREMENTS

1. ASU Employment Application (http://www.angelo.edu/forms/pdf/Staff_Application.pdf)
2. Letter of interest

3. Resume
4. Contact information of at least three professional references

Official transcripts will be required of job candidate recommended for employment.

Mail to: Office of Human Resources
Angelo State University
ASU Station #11009
San Angelo, TX 76909-1009

Or fax to: 325-942-2156

APPLICATION DEADLINE

May 2, 2008, or until filled.

UNIVERSITY PROFILE

<http://www.angelo.edu/publications/employment/universityprofile.html>.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER