

## ANNOUNCEMENT OF PROFESSIONAL OPENING

**POSITION:** Access Services Librarian, full-time, twelve month, Academic Resource Professional (non-tenure-track) faculty appointment in a collective bargaining unit. Position reports to the Associate Dean of Libraries.

**SALARY & BENEFITS:** Salary commensurate with qualifications and experience. Comprehensive benefits package including health, dental and vision benefits, 24 days vacation and participation in the Illinois State Universities Retirement System.

### RESPONSIBILITIES:

- Coordinates functions and staff across a broad range of activities related to circulation, course reserves, interlibrary loan, and stacks maintenance at the Ronald Williams Library.
- Establishes, maintains, and enforces policies and procedures related to library functions in the Access Services Department.
- Trains, supports, and supervises 6 full-time civil service employees and student workers. Participates in hiring student workers for public services desks. Provides backup in the event of unforeseen staff absences.
- Completes routine administrative duties related to patron records and fee collection.
- Performs subject librarian responsibilities, including reference, outreach, library instruction, and collection development, in one or more assigned subject areas.
- Provides service to the Libraries and University through active participation on committees or working groups and participation in meetings.

### REQUIRED QUALIFICATIONS:

- ALA accredited MLS degree.
- Demonstrated knowledge of proficiency in an integrated library system (ILS) or library services platform (LSP), specifically fulfillment and analytics tools
- High level of computer competency, especially with cloud-based software
- Effective oral and written communication skills and the ability to work independently and collaboratively
- Demonstrated commitment to Equity, Diversity, and Inclusion

### PREFERRED QUALIFICATIONS:

- Access Services experience at a college or university
- Experience with Ex Libris' Alma
- Supervisory experience

**CAMPUS AND COMMUNITY:** Northeastern Illinois University is a public, comprehensive, multicultural university located on the north side of Chicago. It has an enrollment of approximately 7,000 students in undergraduate and graduate programs. The Library maintains a collection of over 700,000 volumes and subscriptions to nearly 120 online databases. More information is available at [www.neiu.edu/neiu-libraries](http://www.neiu.edu/neiu-libraries).

APPLICATION PROCESS: Send a letter of application, resume, and the names, email addresses, and phone numbers of three references via email to [l-wallis@neiu.edu](mailto:l-wallis@neiu.edu). Paper applications will not be accepted. Review begins immediately and will continue until the position is filled.

Northeastern Illinois University is an equal opportunity/affirmative action employer: Minority/Female/Disability/Veteran.