ELECTRONIC/WEB SERVICES LIBRARIAN
(POSITION NO. FA393)

J. Sargeant Reynolds is the third largest community college in Virginia and offers a variety of programs and services to the residents of the City of Richmond and surrounding counties. Annually, our three campuses serve over 20,000+ credit students and provide training for an additional 15,000 students through the Community College Workforce Alliance. Over the years, we have educated more than 300,000 people in the Richmond area. Additional information is available at the College’s Website: www.reynolds.edu.

The College is seeking applicants who share in its commitment to students and teamwork. The College supports a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. This position will be assigned to Library and Information Services, Parham Rd. Campus.


QUALIFICATIONS REQUIRED: Master’s degree in Library and Information Science from an American Library Association accredited school. Considerable working knowledge of Dreamweaver, CMS, HTML/CSS, HTML5, ASP, JavaScript, Fireworks, Photoshop, Blackboard, SharePoint, Google Forms, Web 2.0 technologies, LibGuides and LibApps. Demonstrated ability to design and maintain a highly effective and user-centered web site. Demonstrated ability to adopt emerging technologies to enhance library services, such as creating learning objects and incorporating mobile-friendly applications into the library environment. Demonstrated ability to provide training and instruction to diverse users on both new technologies and information literacy. Demonstrated ability to collect feedback, conduct usability studies and perform routine statistical analyses for the library web site and databases. Demonstrated ability to work with vendors to set up trials, negotiate contracts and provide follow-up services. Demonstrated ability to provide in-person, email, and virtual reference services. Demonstrated ability to promote library services to faculty, staff, students and external constituents, including serving as library’s liaison to assigned schools or departments. Demonstrated ability to evaluate and select both print and electronic materials for collection development. Demonstrated ability to communicate effectively, orally and in writing, and to work as a team member. Demonstrated ability to complete special projects as assigned. The selected candidate will be required to complete the Commonwealth’s Statement of Economic Interest, and must be able to successfully pass the college’s pre-employment security screening.

QUALIFICATIONS PREFERRED: Recent professional experience in an academic library, preferably a community college setting.

POSITION RESPONSIBILITIES: Under the general guidance and direction of the Parham Road Library Coordinator, this position will be responsible for developing and managing electronic library services and resources including developing and maintaining a highly effective and user-friendly library website; researching, evaluating and implementing new technological developments to enhance library services, and managing library databases. The position will also provide reference services to both on- and off-campus users; provide training on library electronic services and software programs, and promote and market library services and resources among students, faculty and staff.

APPLICATION PROCESS: Application reviews will begin JANUARY 7, 2016 and will be accepted until the position is filled.

CONTACT INFORMATION: Mary Waite, Faculty Recruitment and Credentialing Consultant
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To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website http://jobs.agencies.virginia.gov/. For full consideration, the cover letter, curriculum vitae, and unofficial undergraduate and graduate transcripts must be received with the online application. If you are invited for an interview, three current (within one year) letters of recommendation relevant to this position can be provided to the committee on the day of the interview, or must be received in the Office of Human Resources prior to the interview day. Official transcripts must be received in the Office of Human Resources prior to the first day of employment.

J. Sargeant Reynolds Community College does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit based factor in its employment opportunities, programs, services, and activities. Employment-related inquiries regarding the college’s nondiscrimination policy should be addressed to: EEO Officer, EEO@Reynolds.edu.