Special Collections Librarian – Public Services Lead

(992484) Faculty Non-Tenure Track-12 Mo

Physical Location: Kent Campus – Kent, OH

Salary: $55,000

Basic Function: To manage and provide research and reference services in Special Collections and Archives, University Libraries.

Examples of Duties:

Duties/essential functions may include, but not be limited to, the following:

- Provides research and reference assistance to students, faculty, staff, and off-site users worldwide.
- Delivers service via multiple means: face-to-face, email, telephone, and video call.
- Triages and routes services requests.
- Schedules desk rotation and the provision of research appointments.
- Maintains the highest standards of responsive, student-centered service.

Minimum Qualifications:

- MLS or MLIS from an ALA-accredited program or other relevant graduate degree as deemed appropriate by the Libraries.
- At least two years of experience in a public services role in an academic library, museum, or similar setting.

Preferred Qualifications:

- Experience supervising students.
- Ability to work both independently and collaboratively in a complex service environment with multiple deadlines.
- Familiarity with Kent State University Libraries Special Collections and Archives, particularly the unit’s areas of strength: May 4, True Crime, and Kent State University History.
- Effective interpersonal, oral, and written communication.
- Demonstrated understanding of the value of diversity, equity and inclusion in the workplace.

Working Conditions/Physical Requirements:
• Light work – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently to move objects. Incumbent must be able to communicate with others. Incumbent may be required to travel from building to building frequently and off campus occasionally.

Additional information:

To apply for this opening, please complete an online application and then attach a letter of interest, curriculum vita, and the names and contact information for three (3) professional references.

Must pass a background check.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.