

# Position Announcement



Position	Department	Reports to
Electronic Service Librarian	Library Services	Director of Library Services

Grace College and Seminary welcomes diversity and makes employment opportunities available to all applicants and employees without regard to race, color, pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category.

The [Morgan Library-Learning Center](#) at [Grace College and Seminary](#) seeks an energetic, student-centered **Electronic Services Librarian** to work alongside a team of dedicated [academic support professionals](#). This individual is expected to lead and provide management for the library's electronic resources and outreach services to the Grace community, with an opportunity to develop his or her professional skills in an innovative and collaborative environment. As the coordinator of electronic services, this librarian ensures seamless delivery of resources and services and web-based research materials in support of residential and distance undergraduate and graduate programs. Collaborative opportunities extend to the Private Academic Library Network of Indiana ([PALNI](#)) consortium. Additional duties will be assigned based on both the librarian's skills/gifting and the practical and missional needs of the library. All librarians participate in reference and consultation services, assessment, special projects, campus committees, and team-based decision-making. Expectations include a willingness to continue his or her professional development to meet the 21st-century research needs of college students and faculty members.

Grace College and Seminary is located in the resort community of [Winona Lake](#), near Warsaw, Indiana (36 miles west of Ft. Wayne). Central to our institutional [mission](#) is developing our students' character, sharpening their competence, and preparing them for service. Our goal in Christian living and teaching is to make Christ preeminent in all things. The programs of the college and seminary, as well as its community lifestyle commitment, are designed to encourage serious academic inquiry, a biblical worldview, spiritual understanding, and social conscience, all in the context of God's grace.

## **The successful candidate will have:**

- A Master's degree (ALA-accredited MLS or MLIS preferred)
- Knowledge of OCLC and other library databases
- Knowledge of current issues and trends in electronic resource management
- Experience or coursework directly related to institutional repositories
- Experience or interest in academic librarianship
- Excellence in oral and written communication skills

## **Preferred qualifications:**

- Knowledge of AACR, RDA, MARC format, including tags and subfields, LCSH, LC, and DDC classifications.
- Work experience with electronic resource management, serials, or acquisitions

## **Application Process:**

Interested applicants are encouraged to apply at once as the position is subject to close at any time. Review of applications will begin immediately and continue until the position is filled. To be considered for employment, an applicant must submit a Faculty Application, Resume/CV, Spiritual Life Reference, two Employment/Character References, and a Philosophy of Teaching Statement. Applications may be found at [www.grace.edu/about/employment/faculty/staff-applications](http://www.grace.edu/about/employment/faculty/staff-applications). Questions about the position can be directed to Josh Ailes, Employment Recruiter at [ailesj@grace.edu](mailto:ailesj@grace.edu) or Tonya Fawcett, Library Director, [fawcettl@grace.edu](mailto:fawcettl@grace.edu).

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