

REFERENCE/EDUCATION CURRICULUM LIBRARIAN

KENTUCKY STATE UNIVERSITY

Kentucky State University, Paul G. Blazer Library seeks an energetic public services oriented librarian to oversee the Library's Education and Curriculum Unit, ensuring that the Library meets the resource and services needs of the Teacher Education area. The position also includes participating in general reference services, collection development and library instruction.

DUTIES AND RESPONSIBILITIES:

- Evaluate, select, acquire, organize, develop and promote the Education Curriculum Lab collection of educational materials and resources.
- Contribute to the development and evaluation of reference department policies, procedures, services, goals and long range plans.
- Evaluate and select appropriate reference materials, technology-based services, collections and instructional materials to support the University's mission.
- Supervise the maintenance of the Education Curriculum collection by developing and monitoring procedures that are in accordance with the library's collection development policy including weeding and training personnel to maximize access to the collection.
- Provide general reference services for Library patrons including working nights and weekends.
- Serve as liaison to the School of Education to determine specific needs of the teacher education program.
- Participate in the development of the library instruction program and conduct library tours.
- Collect and interpret usage statistics and prepare monthly reports of activities.
- Perform and interpret on-line database searches and assist with end-user searching.
- Cultivate and maintain strong relationships with Library and academic departments to

enhance information services provided.

- Participate in library and professional organizations and activities.
- Perform other duties as assigned.

QUALIFICATIONS:

Master's degree in Library Science from ALA accredited program, previous library and teaching experience preferred.

Salary and Benefits: Competitive salary, 12 month faculty appointment. Annual and sick leave; university holidays, KY Teachers Retirement; social security and health insurance.

Setting: Kentucky State University is an HBCU institution with an enrollment of 2834 students. Located in the state capital, the university serves as the state's small liberal studies institution with the lowest student-faculty ratio.

TO APPLY:

The fastest way to apply is to send your résumé and cover letter in Microsoft Word format.

Send to: jobs@ksu.edu

We also accept résumés via ground mail at the addresses shown below.

Office of Human Resources
400 East Main St.
Kentucky State University
Frankfort, Kentucky 40601

Please be sure to mention the position and area for which you are applying. Please note that anything you submit along with your résumé will not be returned.

[Application Form](#)

Kentucky State University (KSU) is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, KSU invites candidates to voluntarily self-identify their ethnicity and race. Submission of this information is voluntary. Any information that is provided will be kept separate from application files. A decision not to provide the requested information will not

subject you to any adverse treatment.

[Voluntary Ethnicity and Race Self Disclosure Form](#)

Please be sure to mention the position and area for which you are applying. Kentucky State University is an equal educational and employment opportunity/affirmative action employer.

Sheila A. Stuckey

Director of Libraries

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Paul G. Blazer Library

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