Position Title:
Librarian

Qualifications:
- Terminal Degree in Library Science or a related degree from an ALA-Accredited program.
- Minimum 3-5 years experience as a Librarian.
- Minimum of 1 year experience as an Academic Librarian.
- Medical Librarian experience preferred.

Knowledge and Skills
- Ability to work both independently and in teams.
- High levels of digital literacy
- Strong organizational and time management skills
- Strong written and verbal communication skills
- Willingness to keep up to date with changes in the profession and technology advances

Essential Functions
The Wolford College Librarian is a people-focused role, requiring individuals to manage learning resources while keeping the library users’ needs in mind. The Librarian will provide support to the academic programs through maintaining appropriate library collections, aiding faculty, staff, and students in finding needed resources, and through maintaining the course book list.

Basic Functions
- Referencing
- Cataloging
- Collection development and maintenance
- Resources acquisition
- Inter-library loan
- Managing library management system
- Conducting library training for faculty, staff, and students
- Answering online and on-site student and faculty inquiries
• Developing library policies
• Managing the course book list
• Ensuring Institutional Effectiveness for the Wolford College Library
• Assisting in and conducting literature searches
• Library promotion
• Other duties as assigned

**Supervisory Responsibilities**

N/A

**Review Date of Job Description:** ____________________________

*Date*

Approved By:

__________________________________________________________

*Name/Title*  *Date*

__________________________________________________________

*Chief Operating Office*  *Date*