



## Library Director

### Overview

The Library Director is the primary librarian for Sterling College's Brown Library. The Director manages the library collections, oversees the library facility, and supervises student Library Assistants in the Work Program. The Library Director reports to the Dean of Academics.

This position is a part-time role (0.5 FTE), with specific working hours flexible and negotiable but required to meet the needs of the college. Projected start date is August 2022, or before.

### Position Responsibilities

- Collection Development: Evaluate, purchase, and catalog print and digital resources, accepting recommendations and requests from faculty and students.
- Systems Management: Manage Koha, an integrated library system, and EZproxy, a web proxy server. Work with CLOVER, the statewide interlibrary loan system. Contribute to updates of the library's website.
- Budget: Prepare and manage an annual library budget.
- Reports & Evaluation: Submit an annual report for the library. Analyze statistics and database usage reports.
- Services: Assist and instruct library patrons in accessing and using print and electronic resources, and library equipment. Support circulation services and provide interlibrary loan for additional books and articles.
- Library & Research Instruction: Conduct library orientations for new students and faculty and support use of library resources by classes upon request. Work individually with students and faculty on research needs.
- DEI Culture: Support the advancement of diversity, equity, inclusion, and accessibility efforts at the library, making positive contributions to a culture of inclusion and respect.
- Work Program: Participate in the Work College program as a supervisor of 2 to 3 Library Assistant students.
- Committees & Councils: Participate in Faculty Council as an *ex officio* member, and other faculty teams, committees, and task forces as necessary.
- Professional Development: Maintain relevant and current knowledge of library best practices through professional development and attendance at conferences and workshops. Participate in organizations such as the Vermont Consortium of Academic Libraries (VCAL) and the Vermont Library Association (VLA). Attend required college-wide trainings.

### Required Qualifications

- Bachelor's degree in either Library Science/Information Science, or in a subject relating to Sterling College's curriculum,

- Previous experience in librarianship and commitment to pursuing professional development in library studies and information science.
- Commitment to the Sterling mission of ecological thinking and action
- Demonstrated commitment to pedagogy that integrates multicultural perspectives in the curriculum and promotes inclusion in the classroom
- Strong IT skills and experience with the use of digital resources to support student learning
- Excellent communication and interpersonal skills
- Strong organizational skills, including financial and statistical record-keeping techniques

### **Preferred Qualifications**

- MLS in Library Science or related field
- Experience with Koha, Interlibrary Loan, and other integrated library systems
- Experience with adoption of new technologies to support greater access to library resources and other learning assets.

### **Position Details, Salary & Benefits**

This is a half-time, exempt, at-will position, with a projected annual salary of \$24,000 - \$26,000, based on experience. In addition, the following benefits are available:

Pro-rated paid sick leave and vacation	Paid Bereavement
Pro-rated paid holidays	Insurance Travel
	Retirement Contribution after one year

### **Application Process**

Application review will begin April 1<sup>st</sup>, and the position will remain open until an appointment has been made. Candidates should send the following materials electronically: cover letter, résumé, and contact information for three references. References will not be contacted without candidate permission. Application materials should be addressed and emailed as a single PDF file to Laura Spence, Dean of Academics ([lspence@sterlingcollege.edu](mailto:lspence@sterlingcollege.edu)).

### **Diversity Statement**

Sterling College - its Board of Trustees and Faculty Council - has adopted a detailed ten-year [strategic initiative](#) that is intended to better promote equity and inclusion across all of its academic programs and in all of the locations in which they take place. Sterling acknowledges that the land on which we gather—places now known as Vermont and Kentucky—are the traditional and unceded territories of several indigenous peoples: the Abenaki in the North and the Shawnee, Cherokee, Chickasaw, and Osage people to the South. We also learn in-and-from a range of landscapes that belong to other indigenous peoples.

### **About Sterling College**

Our College uses education as a force - through programs of study and work in fields associated with agroecology, ecology, environmental humanities, and education - to

address critical problems caused by unlimited growth including: fossil fuel dependence, threats to biodiversity and loss of wild places, destructive agricultural practices, and structural oppression that encourages estrangement from community, nature, and place. Sterling faculty lead with a commitment to create affordable, experiential, place-based learning opportunities to fulfill our mission to prepare students to be knowledgeable, skilled, and responsible leaders in the communities in which they live.

Founded in 1958, the College was a pioneer of the idea that neither the narrow technician nor the uninformed idealist alone can address the issues facing humanity and is one of only nine federally recognized work colleges. Sterling's transdisciplinary oriented faculty of 18 serves a student body of 125 residential students on its campus in Craftsbury Common, Vermont and at instructional sites in Jeffersonville, Vermont, the American Southwest, and Kentucky. While the College is poised for growth in the number of programs and the population of students it serves, we are intentionally one of the smallest residential colleges in the nation and view our 7:1 student to faculty ratio and small classes as important strengths.

*Sterling College is an equal opportunity employer and will not discriminate against any person on the basis of race, religion, national origin or sex in violation of Title VII. Sterling College prohibits discrimination against employees, applicants for employment and students on the basis of age, color, disability, marital status, national origin, race, religion, sex, sexual orientation, gender identity or expression, or veteran's status.*