

Administrative Librarian

Are you searching for an academic environment where your nursing education knowledge, skill, and expertise will be used to contribute to the creation of a nationally recognized, single-purpose nursing college? Galen College of Nursing currently seeks a full-time Administrative Librarian at its Louisville campus to ensure that the policy needs of Galen Libraries are met, as well as information needs of Galen's student body are met on a day-to-day basis. The Administrative Librarian will collaborate with other campus libraries and local campus administration to ensure that library policies are appropriate and are being upheld.

Galen College of Nursing is an innovative institution of higher learning dedicated to nursing education and is one of the largest private nursing colleges in the United States. As a result, all of our resources are invested into the education of our students and the ongoing professional development of our faculty. Based in Louisville, Ky., with branch campuses in Cincinnati, San Antonio, and Tampa Bay, Galen is committed to ensuring institutional quality, providing a collaborative environment, and facilitating student success. Galen's board of directors includes nationally recognized leaders in nursing and education and a strong, collegial leadership team.

To learn more about Galen College of Nursing, visit galencollege.edu. To apply, please send a current resume to us via fax (877.737.9763) or e-mail hr@galencollege.edu.

Position Responsibilities:

Essential Duties:

1. Works with campus deans and branch librarians to develop a comprehensive, evolving library policy that assures Galen's compliance with all current local, state, federal, and accrediting body guidelines.
2. Oversees library policy and function for all of Galen's branch libraries. "Overseeing" includes communicating with Galen's other librarians or library employees by email and telephone, as well as making periodic visits to each physical location in order to analyze needs, receive input, and help when needed.
3. Conducting reference interviews, performing circulation duties, providing Microsoft Office Suite and library instruction, and performing all other non-administrative duties necessary for the library's successful daily functioning.
4. Providing library orientation to incoming students and faculty.
5. Monitoring and trouble-shooting all library hardware and software.
6. Supervising one or more library assistants and performing library human resources duties as needed.
7. Collaborating with campus librarians and administration to develop library policies which ensure that the information needs of the students and faculty are being met, and upholding these policies.
8. Collaborating with local campus administration and faculty to develop local library collections. Developing the collection includes providing input on technology/software purchases and Galen's collection development guidelines.

9. Providing recommendations to campus dean about campus library budget needs.
10. Performing simple or complex copy cataloging as needed.
11. Administering computerized academic testing in the library's computer labs as required by individual campus. Trains library assistants or other Galen staff to administer academic tests as needed.
12. Keeping current on current trends in medical librarianship and librarianship in general via networking and professional organizations.

Other Duties:

1. Establishing and maintaining partnerships with other local libraries and educational institutions.
2. Providing input to campus dean and administrative librarian regarding Galen Libraries' short and long-term goals.
3. Performing other library-related duties not specified here but that may be required as circumstances dictate.

Position Requirements:

Education: Master of Library Science.

Experience: At least 2 years of experience required.

Galen School of Nursing is an equal opportunity employer; encouraging a diverse workforce.