Technical Services Librarian

Kentucky Wesleyan College seeks applicants for a part-time Technical Services Librarian to work at the Howard Greenwell Library on campus. This is a professional-level position, reporting to the Director of the Library and Academic Information Services.

Major responsibilities of the Technical Services Librarian include but are not limited to:

- supervising the cataloging and processing of all library materials,
- serving as system administrator for the College’s automated library system, and
- supervising the processing and maintenance of periodicals and government documents in all formats.

Applicants must have at least a bachelor’s degree, with a master’s in library or information science strongly preferred. Previous cataloging and technical services experience and experience administering an automated library system are also required, as is a working knowledge of Microsoft Office. The part-time position will work approximately 15 to 20 hours per week, with the schedule being somewhat flexible as to the days and times.

To apply, please submit a cover letter, resume, and the contact information for three professional references to Cindy Sublett in Human Resources at csublett@kwc.edu.

Review of applications will begin February 25 and will continue until the position is filled.

Kentucky Wesleyan College is an equal opportunity employer.