



Access Services Librarian

Kentucky Wesleyan College, a private, liberal arts college with a long-standing reputation for quality and academic excellence, is actively seeking applications for a part-time Access Services Librarian.

Major Responsibilities

- Serves as the system administrator for the college's automated library system.
- Supervises the daily operation of the library's Information Desk.
 - Supervising the circulation of library materials, including maintaining circulation and patron records in the library's automated system.
 - Assisting patrons.
 - Maintaining the order of the library's collections.
 - Opening the library Monday through Friday.
- Supervises the cataloging, holding record creation, and processing of all print, digital, archival, and multimedia materials.
 - Supervising the processing of periodicals and maintaining the periodical collection.
 - Supervising the processing of all government documents received as depository items and maintaining the USD collection.
 - Performing original cataloging as needed.
 - Maintaining records describing the library's collections and their usage.
- Supervises employees and student workers assigned to the Information Desk and to Technical Services.

Qualifications

- Master's degree in library or information science.
- Previous cataloging and technical services experience, including knowledge of OCLC, classification, authority control, and MARC.
- Experience administrating an automated library system.
- Working knowledge of MS Office applications.

Application Process

To apply, complete the online application at <https://kwc.edu/application-for-employment/>. Kentucky Wesleyan College is an equal opportunity employer.

Review of application materials will begin June 30 and will continue until the position is filled. An official transcript for the highest degree awarded will be required of the successful candidate, as will a background check. The College will not sponsor applicants for work visas.

Additional Information

About Kentucky Wesleyan College

Kentucky Wesleyan College is a private, four-year liberal arts institution located in the vibrant city of Owensboro. A United Methodist-related college founded in 1858, Wesleyan is known for excellence in academics and a superior residential experience. Kentucky Wesleyan earned a #8 ranking in 2017 from U.S. News & World Report as a Best Regional College in the South, along with a #3 ranking in the South in the category of “Great Schools, Great Prices,” which measures academic quality compared to cost of attendance.

Kentucky Wesleyan students can choose from 29 majors and 13 pre-professional programs. Classes have a 12-to-1 student-faculty ratio, and 88 percent of the faculty have a Ph.D. or terminal degree. The College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate degrees.

The College employs approximately 200 faculty and staff who work together on a single campus. Kentucky Wesleyan provides a challenging and supportive academic experience for students as well as a positive and stimulating work environment for employees. A hallmark of the Kentucky Wesleyan experience includes “The Wesleyan Way,” beliefs which guide the entire college community:

- We do everything with honor.
- We always support each other.
- We will compete with integrity.
- We love each other in Christ.

The Kentucky Wesleyan Panthers compete in NCAA Division II and are members of the Great Midwest Athletic Conference. Athletic teams include baseball, basketball, cross country, football, golf, soccer, softball, tennis, track and field, volleyball, and wrestling.

About Owensboro, KY

Kentucky Wesleyan College is located in the hospitable city of Owensboro, Kentucky, a vibrant, beautiful, and safe city nestled on the banks of the Ohio River. Owensboro is small enough to promote a hometown atmosphere yet large enough to support many amenities usually only available in much larger cities. Daviess County is home to 110,000 residents and is easily accessible from metropolitan locations such as Louisville, KY; Nashville, TN; and St. Louis, MO.

Owensboro’s revitalized downtown area features a state-of-the-art convention center, several new hotels and a range of entertainment options with unique restaurants and shops. Twenty-five parks, totaling 953 acres, encircle the city, which hosts over 20 annual festivals – attracting visitors from throughout the region.

Suggested Websites

Additional information about Kentucky Wesleyan College, the Panthers, and the Owensboro community may be found at:

- <https://www.kwc.edu/>
- <http://www.kwcpantthers.com/>
- <http://www.owensboro.org/>
- <http://edc.owensboro.com>
- <http://www.owensboromls.com/>