



SWC
Sisseton Wahpeton College

TITLE: Library/Bookstore Manger

REPORTS TO: Vice President of Academic and Student Affairs (VPASA)

STATUS: Non-Exempt

WORK SCHEDULE: Generally, 8:00am to 4:30pm but some evening may be required for special events and meetings.

SUMMARY:

Performs a variety of advanced and complex professional library services in conjunction with selection, maintenance, reference and circulation of Library materials to meet the educational, recreational and information need of the college. Promotes library services to the community through education and outreach. This position is also responsible for planning and managing all day -to-day operations of the campus bookstore: purchase, stock and sell merchandise and textbooks and provide customer service to students, faculty, staff and the general public.

Student Success

- Increase scholarship opportunities through philanthropic and corporate donations.
- Collaborate with faculty, staff, and administrators to identify opportunities to match with donors to advance students' academic agendas.

Responsibilities/Duties

1. Answer a variety of routine and complex reference questions by phone or in person.
2. Assist students and staff in use of library collections.
3. Design and implement training programs.
4. Select library material for purchase from system-developed lists and other sources based on knowledge of community and/or target audience interests.
5. Evaluate collections and allocate and control material budget as assigned.
6. Establish liaison with various organizations within the community including daycares, and schools in order to promote library services and facilitate programming and service delivery.
7. Interact with faculty, staff, students, and community Members to advance the College and promote Dakota values.
8. Promote library services including displaying materials and preparing Bulletin boards to generate increased usage.
9. Maintain special collections, vertical files, and indexes.
10. Performs other duties as assigned.

Education

- Bachelor's degree in Library Science or related field required; Masters of Library Science degree preferred.

Minimum Qualifications

- Three years of professional library experience; or equivalent combination of education and experience
- Proficient with office software, Microsoft Word, Excel, PowerPoint, etc.
- Planning, organizational and time management skills.

Other

- Must have excellent verbal and written communication skills to coordinate with other departments, answer public inquiries, and interact with significant and influential individuals.
- Ability to maintain high levels of confidentiality.
- Displays high standards of ethical conduct. Exhibits honesty and integrity.
- Refrains from theft related, dishonest, unethical behavior.
- Works with minimal supervision. Demonstrates responsible behavior and attention to detail.