



Position Opening

Serving Kenosha, Racine & Walworth Counties

WISPALS LIBRARY CONSORTIUM COORDINATOR

#2047.3

INTERNAL/EXTERNAL

Posting Date: October 22, 2009

POSITION LOCATION: Academic Affairs, Kenosha

POSITION DESCRIPTION: The primary responsibilities of the WISPALS Library Consortium Coordinator are to coordinate the Consortium budget and operations, facilitate future growth of the Consortium including marketing Consortium services and establish services to new members, act as liaison between Consortium and automation system and electronic services vendors, and represent the Consortium to other groups and agencies.

REQUIRED QUALIFICATIONS (Applicants must meet ALL of the required qualifications):

- Master's Degree in Library Science.
- Three years library experience such as cataloging, resource selection, web management, circulation.
- Working knowledge of library administration and operations including planning and budgeting.
- Experience using and supporting library automation system.
- Experience maintaining, updating and posting to web pages.
- Knowledge of personal computer systems operating in a network environment.
- Strong Organizational skills and the ability to communicate effectively both orally and in writing.
- Experience using / supporting personal computer systems and applications.

DESIRED QUALIFICATIONS:

- Knowledge of grant-writing and potential funding sources.
- Working knowledge of library consortia and library/consortia management.

DOCUMENTATION: Your application will be considered complete when we have received: 1) a completed application; 2) a cover letter; 3) college transcripts; and 4) a resume. Please furnish photocopies of transcripts for any postsecondary education. Indicating "see resume" in blanks does not constitute a completed application and results in disqualification even when a resume is provided.

CONDITIONS OF EMPLOYMENT: Administrative salary to commensurate with experience \$45,000-\$55,000/year. 40 hours per week; 12 months per year; Hours: 7:45-4:30 p.m.; Monday thru Friday. Benefits include medical/dental, life, long term care and disability insurance, paid holidays, paid sick leave, paid vacation and participation in the Wisconsin Retirement System. Continuation of this position contingent on funding.

STARTING DATE OF EMPLOYMENT: As soon as possible.

APPLY TO: Gateway Technical College
Human Resources, Administration Building
3520 30th Avenue
Kenosha, WI 53144-1690
(262) 564-2868 or email jobs@gtc.edu

APPLICATIONS ACCEPTED THROUGH 4:30 p.m. December 1, 2009. It is the applicant's responsibility to meet this deadline. An application postmarked by the closing date but not received in the Employee Services department has not met the deadline.

(00239R)