



University Library

Office of the Dean
MSC 3475
New Mexico State University
P. O. Box 30006
Las Cruces, NM 88003-8006

Department: Library Reference & Research - Req#2011005241

Position Title: Government Documents & Maps Librarian **Posting #:** 2011005241
Tenure Track

Rank: Assistant Professor

Date Position Advertised: January 03, 2012

Salary: Entry Level - \$35,000

Special Conditions: 9 month tenure track appointment – Effective August 2012

All offers of employment, oral and written, are contingent on the university's verification of credentials and other information required by federal law, state law and NMSU policies/procedures, and may include the completion of a background check.

Further Information-
NMSU Library home page- <http://lib.nmsu.edu/>
New Mexico State University home page- <http://www.nmsu.edu/>

Qualifications: Required- MLS or equivalent degree from an ALA-accredited program by date of hire. Experience providing reference services for government information, including maps. Knowledge of the United States Federal Depository Library Program and depository library standards, including processing procedures. Strong commitment to public service and outreach. Demonstrated ability to work effectively with a diverse population of faculty, staff, student, and community members. Ability to work both independently and collaboratively, and to adapt to change. Excellent communication, interpersonal, organizational, and time management skills. Faculty status requires potential to meet standards for promotion and tenure.

Preferred- Knowledge of emerging technologies in libraries and their applications for government information resources and services. Teaching/training experience in a classroom setting. Supervisory experience.

Examples of Duties: Responsibilities- This position manages the operations and services of the Government Documents & Maps Unit, which is part of the Library's Reference & Research Services Department. The NMSU Library became a federal depository in 1907 and selects about 65% of items available from the Government Printing Office. The position promotes government information

and services to the University and broader community; serves as the Library's primary liaison to federal and state depository programs and represents the Library at professional meetings related to depository management; oversees acquisitions, processing, and maintenance of the collection; evaluates and develops the collection; establishes unit priorities and supervises staff; participates in the Library's instruction program; ensures delivery of high quality reference services and referrals; and serves as subject specialist for assigned areas. As a member of the library faculty, this position is responsible for achievement in librarianship, scholarship and creative activity, and service. The position reports to the Head of the Reference & Research Services Department.

Benefits Offered:

Group medical and hospital insurance, group life insurance, long-term disability insurance, state educational retirement, workers' compensation, sick leave, annual leave and unemployment compensation. Opportunity for educational advancement.

Nine month faculty- not eligible for annual and sick leave.

Reply to/Deadline for Applications:

To Apply- Qualified applicants should submit a cover letter stating qualifications, a resume, unofficial transcripts and names, addresses (including e-mail), and telephone numbers of three references to Leticia Phetteplace, HR Liaison, e-mail leti@lib.nmsu.edu.

Review of applications will begin February 1, 2012; applications received after this date may be considered. Incomplete applications will not be considered. Finalists for this position may be required to provide official transcripts of MLS and highest degree earned. For additional information, please visit <http://www.nmsu.edu/~personel/postings/faculty/> .

NMSU IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

Offer of employment is contingent upon verification of individual's eligibility for employment in the United States.