



Clinton College
1029 Crawford Rd
Rock Hill, SC 29732

College Librarian

Title:	College Librarian
Division:	Academic Affairs
Department:	Academic Affairs
Classification	Exempt
Reports to:	Office of the Provost & Vice President for Academic Affairs
Supervises:	Yes

JOB SUMMARY:

Clinton College seeks a mission-driven, service-oriented College Librarian to lead the operations, resources, and instructional services of the College Library. As the institution's principal information professional, the Librarian advances student learning and faculty scholarship by cultivating a welcoming, technologically current, and academically rigorous library environment. The Librarian oversees collection development, information-literacy instruction, and the strategic use of print and electronic resources in direct support of the College's curriculum and its commitment to student success.

DUTIES AND RESPONSIBILITIES:

Library Operations

Direct the day-to-day operations of the College Library, including circulation, cataloging, reference, and access services, ensuring efficient and welcoming service to students, faculty, and staff.

Collection Development

Develop, evaluate, and maintain print, digital, and multimedia collections that align with curricular needs, accreditation requirements, and the intellectual life of the College; manage the acquisition, cataloging, and de-selection of materials.

Instruction & Information Literacy

Design and deliver information-literacy instruction and research support, including course-integrated sessions, workshops, and individual consultations, equipping students with critical-thinking and lifelong-learning skills.

Technology & Electronic Resources

Administer the library management system, discovery tools, databases, and electronic resources; troubleshoot access issues and promote effective use of scholarly technology and open educational resources

Assessment & Accreditation

Compile usage statistics, prepare reports, and provide documentation and evidence in support of institutional effectiveness, program review, and TRACS reaffirmation and reporting requirements. Collect and maintain statistical data for the library.

Budget & Stewardship

Manage the library budget responsibly, exercising ethical stewardship of institutional and grant funds; identify and pursue partnerships, consortia, and external funding to expand resources.

Faculty Collaboration

Partner with faculty to embed library resources within courses, support scholarly research, and reserve and curate materials that strengthen teaching and learning across disciplines. Collaborate with the IT staff to develop information service strategies and initiatives that maintain a high level of staff, faculty, and student satisfaction with on-site and digital services.

Supervision

Recruit, train, schedule, and supervise library staff and student workers, fostering a culture of professionalism, service, and continuous improvement.

Policy & Environment

Establish and enforce library policies, maintain the physical facility as a safe and conducive study environment, and champion the library as a central hub of campus intellectual and cultural life.

REQUIRED QUALIFICATIONS

1. Master's degree in Library Science (MLS) or Library and Information Science (MLIS) from a program accredited by the American Library Association (ALA). Doctorate degree preferred.
2. Minimum of two (2) years of professional library experience, preferably in an academic or higher-education setting.
3. Working knowledge of integrated library systems, discovery services, electronic databases, and standard cataloging practices (e.g., Library of Congress classification, MARC, RDA).
4. Demonstrated commitment to student success, information literacy, and equitable access to resources.
5. Strong organizational, interpersonal, and communication skills, with the ability to serve a diverse community of learners.
6. Experience in academic support for faculty or higher education teaching

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of library information technology, systems, products, and delivery technologies.
- Demonstrated experience working with students of diverse cultural/abilities, economic and educational backgrounds.
- Demonstrated ability and enthusiasm for working with the public.
- Ability to work cooperatively and collaboratively with college students, clients, faculty, staff, and administration
- Demonstrate excellent organizational and communication skills
- Strong interpersonal skills with students
- Ability to work as a team member and supervise others
- Experience in post-secondary education
- Experience in the development and implementation of new programs and workshops and/or teaching experience.
- An understanding of the mission and role of a Christian liberal arts college.
- Ability to initiate and direct grant activities relating to the individual program area.
- Perform related duties as assigned.

REQUIRED DOCUMENTS

- **Cover Letter**
- **Curriculum Vitae**
- **Unofficial Transcripts**

Application Instructions

Applications should include a cover letter and resume and must be sent, preferably in PDF format, to humanresources@clintoncollege.edu. The subject line of the email should read "Librarian." The process will continue until the position is filled.

Additional Information

Employment at Clinton College is contingent upon a background check that is satisfactory to the College. Failure to provide written authorization for a background check will nullify the offer of employment.

Clinton College provides equal access to employment opportunities for all applicants, regardless of race, color, creed, religion, national origin, gender, sexual orientation, gender identity, gender expression, genetic information, marital status, age, disability, or veteran status in compliance with all applicable laws, regulations, and policies.