



Librarian

MMI seeks a part-time Librarian for the 2021-2022 school year. This is a 10 month staff position working a maximum of 20 hours per week. A bachelor's degree is required. Librarian experience or an MLIS or MLS from an ALA accredited program is preferred.

The successful candidate will be a positive, energetic, life-long learner who communicates openly with students and parents, collaborates with colleagues across disciplines, and models a growth mindset. A successful candidate should possess a love for reading and be able to engage students in pursuing a lifelong love of reading

Reporting to the Academic Dean, the successful candidate will assist students and teachers with research and information literacy.

Major Duties and Responsibilities:

- Maintain the print and digital library collections, including cataloging and processing, coordinate circulation and annual inventories, and cross-platform digital library resource integration and troubleshooting
- Coordinate multiple digital library services such as AccessIt, a variety of databases, streaming video, and online periodicals
- Serve in collaboration with faculty, including research and information literacy curriculum
- Oversee and maintain the library space and provide comprehensive reference services to students and faculty
- Be curious and capable in developing and implementing cross-platform digital and print library resources in accordance to user experience best practices
- Possess excellent problem solving, communication, analytic, and customer service skills
- Perform light physical duties including cleaning and dusting of library spaces and moving and shelving of books

E.O.E.