**POSITION: Library Senior Associate – Access & Lending**

**Services**

**LOCATION: Roanoke College, Fintel Library, Salem, VA**

**APPLY BY: Open until filled**

**Job Description**

Roanoke College’s Fintel Library seeks a qualified candidate for the full-time position of a Library Senior Associate – Access & Lending Services.   The Library Senior Associate will manage course reserves and copyright compliance, process serial holdings, coordinate stacks maintenance, and provide directional reference assistance at public service points.  Under the direction and in the absence of the Access & Lending Services Librarian, the incumbent will assist with managing Access & Lending Services operations and student training and supervision.

Candidates should be self-driven, detail-oriented, possess excellent oral and written communication skills, and be enthusiastic about helping the RC campus community to meet their instruction and research needs.  The position may require evening and weekend coverage on an occasional basis.

**Requirements**

* Bachelor’s degree
* 2-3 years of previous library experience
* Technology skills appropriate to an academic environment
* Strong familiarity with integrated library system software (e.g. OCLC and Ex Libris Alma/Primo).

**Additional Information**

For more information and to apply go to <https://www.roanoke.edu/jobs>.

**POSITION: Library Senior Associate – Metadata & Content**

**Services**

**LOCATION: Roanoke College, Fintel Library, Salem, VA**

**APPLY BY: Open until filled**

**Job Description**

Roanoke College’s Fintel Library seeks a qualified candidate for the full-time position of a Library Senior Associate – Metadata & Content Services.   The Library Senior Associate ensures that resources are organized, described, and processed in a timely manner to meet user needs and according to international library standards.  The incumbent will also supervise student assistants; coordinate data gathering for statistical reporting; process materials for withdrawal; assist with ordering/receiving functions; and provide directional reference assistance at public service points.

Candidates should be self-driven, detail-oriented, possess excellent oral and written communication skills, and be enthusiastic about helping the RC campus community to meet their instruction and research needs.  The position may require evening and weekend coverage on an occasional basis.

**Requirements**

* Bachelor’s degree
* 2-3 years of previous technical services library experience
* Technology skills appropriate to an academic environment
* Strong familiarity with integrated library system software (e.g. OCLC and Ex Libris Alma/Primo).

**Additional Information**

For more information and to apply go to <https://www.roanoke.edu/jobs>.