



Upper School Library Electronic Resources Manager (Part-time)

Pace Academy, one of Atlanta's top independent schools, seeks a highly energetic individual as a part-time worker in the Upper School's Woodruff Library. The school is looking for a positive, enthusiastic individual to join the other members of the Library, to be directly responsible for the library's electronic resources, as well as overseeing library operations during the after-school hours, functioning in a supervisory role for students (primarily middle school students) in the library after school.

Under the supervision of the Library Director, the Electronic Resources Manager will offer support for online library resources and applications, including but not limited to electronic journal access, eBooks, proxy services, the library OPAC and ILS, the library website, the library social media presence, etc. S/He will collaborate with other staff to develop and test new instruction and information support tools, and share with library colleagues strategies, techniques, and best practices for using emerging technologies to support teaching and learning. S/He will be an enthusiastic user of technology who enjoys exploring the cutting edge and applying it in a school and library setting.

As the after-school supervisor, the incumbent will also oversee library services during the after-school hours, assisting in the full utilization of services, materials and resources offered to students, teachers, and staff, and ensuring a safe space that's welcoming and conducive to learning. The ideal candidate will bring a strong sense of humor, flexibility, and love engaging and interacting with middle and upper school students. The ability to be punctual, self-motivated, and commit to the work schedule is essential.

QUALIFICATIONS

In general...

- Must love kids.
- Must have a sense of humor.
- Must be dependable with a good record of attendance.

As the Electronic Resources Manager...

- Several years experience in an IT department.
- An aptitude for problem-solving.
- Experience with integrated library systems (especially Follett/Destiny), library-related applications such as LibGuides, web development, and social media apps.
- Familiarity with user experience principles and activities.

As the after-school supervisor...

- Experience working with students, primarily middle and high school students.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Ability to monitor, reward and discipline students.
- Ability to address complaints and resolve problems.

Bachelors degree is preferred.

Hours are 2:00 - 6:00 p.m. daily according to the school year calendar.

Excellent benefits package, including medical, dental, vision, employer provided life insurance, and a generous 403(b) employer match.

For information about applying for employment at Pace Academy, please click on this link:

<http://www.paceacademy.org/Page/About/Employment>

Qualified applicants should email a resume, cover letter, and references to Jobs@PaceAcademy.org.

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