Library and Helpdesk Associate

The Madeira School is seeking a dynamic individual to join the Information and Innovation Department (i2). The role of information professionals is ever evolving, especially in an academic setting. While supporting the school community, the Library and Helpdesk Associate advances access to and the successful use of myriad resources by students, faculty and staff.

Responsibilities:
- Assist the i2 Director with the daily activities of the Huffington Library, including but not limited to collection development, cataloging, processing, innovative library instruction, programming and building oversight
- Provide Helpdesk coverage by offering basic and in-depth technological and informational support in-person and remotely for Madeira's BYOD community (account maintenance, user support, problem solving and general troubleshooting)
- Maintain a high level of expertise and adaptability to cutting edge technologies and programs appropriate to both the Technology and Library departments at Madeira
- Work with and instruct students about information literacy and technology skills, including a variety of web-based tools and applications to empower them to be critical thinkers, enthusiastic readers, skillful researchers, inspired innovators and ethical users of information (including online research, database searching, cloud computing, digital media resources, and makerspace equipment and associated technologies)
- Offer professional development for faculty and staff peers with regard to information literacy, technology skills and associated topics
- Collaborate with faculty in designing lessons, instructing students and assessing the effectiveness of such
- Promote, maintain, and update a balanced, current collection of print and digital materials as well as multimedia equipment through careful collection development
- Manage library volunteers (adult and student) and establish a student advocacy board for the Huffington Library
- Oversee an inviting environment in the library that provides spaces for both collaboration and quiet study

Requirements:
- ALA-Accredited MLS/MLIS degree required
- Advanced technology skills with experience in computerized and web-based library management systems (preferably Destiny) as well as database searching, cloud computing, and other digital and social media resources
- General knowledge of appropriate resources for a diverse college preparatory curriculum; widely read in young adult literature and youth development
- Demonstrates an understanding and knowledge of the skills and processes of the issues surrounding ethical access and use of information, including copyright, intellectual freedom, privacy and security

- Demonstrates the ability to stay current on educational trends and advancements in the areas of libraries, literacy and technology; ability to master new technologies and evaluate their effectiveness
- General knowledge of educational technology with a willingness to experiment with innovative practices in instructional situations; experience with a MakerSpace environment a plus
- Ability to adapt to rapidly shifting priorities; ability to manage multiple tasks and projects to completion and within deadlines; strong problem-solving skills, decision making, and research capabilities; demonstrated capacity to be collaborative, self-directed, flexible, and organized
- Highly proficient in Microsoft Windows, Apple OS, handheld devices, Adobe design software, Office productivity software, Office 365, computer hardware and peripherals, printers, projectors, and digital signage
- Ability to be a practitioner of diversity, equity and inclusion
- Understanding of and/or willingness to learn the independent boarding school culture

To apply, please send your resume and cover letter to hr@madeira.org.