



Posting Date: October 2025

Position: Assistant Director

Department: Library

Hours per Week: Full Time

Founded in 1887, Alverno College is a four-year, Catholic liberal arts College for undergraduate women sponsored by the School Sisters of St. Francis. The college also offers a robust array of graduate and degree completion programs for women and men. Student learning and personal and professional development are the central focus of everyone in the Alverno College community. As Wisconsin's first designated Hispanic-Serving Institution, Alverno enrolls a highly diverse student body of virtually every demographic and experience. It is an institution that has revered tradition and encouraged innovation for more than 130 years.

Primary Function

*The following information is not meant to be all-inclusive.
Other duties and responsibilities may be assigned as necessary.*

Participates in the student learning experience through liaising with faculty and staff to develop new initiatives to develop student information literacy skills, especially in general education communication courses. Manages access to the library's virtual collections. Manages the interlibrary loan service for students, faculty, and staff.

Principal Responsibilities

Resource Management

- Act as the Library's Alma/Primo point person
- Manage metadata records for both new and previously acquired items in the library's integrated library system and institutional repository
- Oversee annual review and usage report of databases, serials, acquisitions, interlibrary loan, and resource sharing

Liaison Management

- Create programming for students and faculty about the value and use of library resources
- Provide research support to students, faculty, and staff
- Work with faculty to integrate information literacy skills in the communication courses of the college's general education program
- Craft guidelines for student use of Artificial Intelligence (AI) tools in their course research
- Work with faculty on securing library holdings for class materials



Circulation Management

- Manage daily circulation operations, policies, and procedures along with the Student Supervisor
- Oversee borrowing and lending requests through interlibrary loan and resource sharing for Alverno patrons and patrons of other institutions
- Maintain a course reserve collection of both library- and instructor-owned materials assigned in active courses

Qualifications and Education

Required Qualifications

- *Master of Library and Information Science (MLIS) or equivalent from an ALA accredited institution*
- *2 years of experience in an academic library setting*
- *Experience managing electronic resources*
- *Experience using an integrated library system, preferably Ex Libris Alma/Primo*
- *Experience working with students to develop information literacy skills*

Preferred Qualifications

- *Experience with Dewey Decimal Classification and Library of Congress Subject Headings*
- *Experience fulfilling borrowing and lending requests through an Interlibrary Loan System such as OCLC WorldShare ILL*
- *Experience using OCLC Connexion and WorldShare Record Manager*
- *Experience using an institutional repository platform, preferably Omeka.net*

How to Apply

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

Please attach your cover letter, resume, and list of references to the online application

In accordance with the Americans with Disabilities Act (ADA), Alverno College will provide reasonable accommodations to qualified individuals with disabilities. If you require accommodations during the application or interview process, please contact HR@alverno.edu.

Alverno College is an Equal Opportunity Employer and committed to workplace diversity