

# Diocese of Nashville

[https://dioceseofnashville.com/?post\\_type=jobs&p=30657](https://dioceseofnashville.com/?post_type=jobs&p=30657)

## Librarian

### Description

The Aquinas College Librarian is responsible for overseeing the daily operations of the Aquinas College Library and the management of its assets. This includes budgeting, resource acquisition, subscriptions, and access, as well as providing information literacy and library instruction in support of the College's academic programs, helping to prepare students for lifelong independent learning and continued scholarly research.

### Minimum Educational Requirement

- ALA-accredited Master's Degree in Library or Information Science

### KEY RESPONSIBILITIES

- The Librarian must witness by her/his public behavior, actions, and words a life consistent with the teachings of the Catholic Church and supportive of the mission of Aquinas College.
- Manage collection development and access to print and electronic sources.
- Provide individual and group library instruction, both in general and in subject-specific settings, targeting and personalizing services for the current student body.
- Develop and maintain the library's website pages and research guides.
- Monitor and maintain library spaces, creating an environment that both supports learning and research and is conducive to the preservation of print materials.
- Collect and analyze statistical data, preparing any necessary reports for college administrators.
- Manage special collections including the Monsignor Flanigen Archive, the Denman Collection of Bosley Genealogy by Judith Hoffman and Janice Reynolds, Sister Aloysius Mackin Papers, and rare books.
- Chair the Academic Support Committee, serve on the Academic Affairs Council and the Curriculum Committee, and serve on one or more general education outcome committees.
- Perform other responsibilities and duties as assigned by the Vice President for Academics.

### Hiring organization

Aquinas College Library

### Job Location

Nashville, TN

### Date posted

March 22, 2024

To apply, a cover letter and *curriculum vitae* should be sent to the attention of Sister Mary Edith Humphries, O.P., at [srmedith@aquinascollege.edu](mailto:srmedith@aquinascollege.edu)

An official application will then be sent to each applicant, to be returned to the same email address above.

Applications will be accepted until the position is filled.