



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES

Closing Date: Until Filled
POSITION TITLE: Director of Library Services
LOCATION: Sitting Bull College
Fort Yates, ND
SALARY LEVEL: Administrative, Level IV
(\$39,800-\$50,800)
SUPERVISION: Vice President of Operations

SUMMARY OF WORK:

The Director of Library Services is responsible for all library systems and services for Sitting Bull College and the Standing Rock Sioux Reservation. The Director will also monitor all aspects of Sitting Bull College Library to ensure that they support academic, research, community needs.

DUTIES AND RESPONSIBILITIES:

1. Purchase print and non-print materials and related library stock, including books, video, audio, software, online and electronic media, office supplies and related items.
2. Maintain records and statistics on library use.
3. Provide support services for college and reservation patrons.
4. Provide instruction on online library resources.
5. Hire, train, schedule, and evaluate work-study students who are employed as library staff.
6. Study the needs of the library and submit written reports of the findings and recommendations to the Vice President of Operations at the end of each academic year.
7. Manage historical data archival records when available.
8. Maintain media equipment, including sign-out sheets.
9. Promote and market Sitting Bull College Library.
10. Must communicate effectively with others.
11. Other duties as assigned by the Vice President of Operations.
12. Provide friendly, helpful customer service to students, clients and visitors.
13. Attend all scheduled college functions and meetings as required.
14. Serve on college committees as appointed.
15. Promote and participate in student and community activities. (i.e. clubs, AIHEC, cultural events, volunteerism.)
16. Promote and recruit students for Sitting Bull College.

QUALIFICATIONS:

1. This Master's degree in Library Science or Education preferred, Bachelor's required.
2. Minimum of three years as a professional librarian.
3. Knowledge of various library technologies and a basic knowledge of multiple operating systems including Macintosh, Windows, and Office.

Ability to communicate effectively both orally and in written formats.

New hires are subject to Tribal background check and pre-employment drug/alcohol testing. Must be drug and alcohol free. AA * EEO * M * F * B Employer

Please submit: Cover letter, Resume, official transcripts, 3 current reference letters signed and dated (1 from immediate supervisor), certificate of Indian blood (if applicable), copy of Social Security Card & Valid driver's license & SBC Background check to:

Personnel Office Sitting Bull College 9299 HWY 24 Fort Yates, ND 58538 (701)854-8004

Any applicant not having the above documents enclosed will not be considered