



## Resource Access Librarian

**Department:** Library

**Supervisor:** Director of Library Services

**FTE:** .80 - 1.0

**Anticipated start date:** August 15, 2022

**Location:** 100% on campus in Elkhart, IN

Application review begins immediately and will continue until the position is filled.

**Summary:** The Resource Access Librarian is a member of professional staff and a critical part of the academic support matrix at AMBS, which is growing in international enrollment and distance learning. Working from AMBS's innovative LEED-certified green library in Elkhart, Indiana, the librarian connects students and faculty with a diverse range of library resources for research and study. This includes but is not limited to responsibility for print and electronic collection development and management, resource sharing with partner libraries, and open digital library collaboration and development. The full-time position includes instructional design work; the position will be .80 without this component.

### Responsibilities and duties:

- Resource all degree and non-degree AMBS programs to maximize leadership development among marginalized groups.
- Purchase relevant print and electronic materials in collaboration with faculty.
- Manage resource sharing to address needs of students and faculty.
- Maintain accurate resource description for all library resources.
- Maintain print collection organization and links to electronic collections.
- Provide training, support, and supervision for library team members in the areas of resource access and bookstore.
- Create and maintain open access digital collections in collaboration with partner libraries.
- Collaborate frequently with the AMBS Library team as well as partner organizations.
- Provide instructional design services to faculty (full time position only).

### Qualifications and skills:

- Passion for theology and theological education in an Anabaptist context (required)
- Library research skills and knowledge of information literacy framework (required)
- Ability to appropriately navigate cultural differences and other diversity (required)
- Commitment to undoing racism and/or similar initiatives (required)
- Technological skills, e.g. Google Apps suite, Microsoft Office, library management software (required)

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- Ability to work on campus (required)
- Graduate theological education (preferred)
- Library science training and/or library work experience (preferred)
- Instructional technology experience (preferred)

AMBS requires COVID-19 proof of vaccination or a medical/religious exemption for all employees.

### **Hiring policy**

Commitment to Anabaptist Mennonite Biblical Seminary's mission and support of its Anabaptist and ecumenical vision are essential. AMBS does not discriminate against employees or candidates for employment on the basis of race, sex, color, national origin, age, disability, sexual orientation, gender identity, or any other legally protected status.

AMBS is committed to anti-racism as one of the ways we practice God's reconciling mission in the world. Candidates for employment will have a strong motivation to join our efforts to work for racial equity and make AMBS an increasingly diverse learning community.

### **To apply**

Please submit a resume, cover letter, and contact information for three professional references to:

**Mr. Steve Norton, Assistant Director of HR/Payroll**

sbnorton@ambs.edu

Women and other underrepresented groups are encouraged to apply.

*\*\*\*\*HR or Student Services Internal Note\*\*\*\**

*Date description was written/updated: May , 2022*