

TITLE: Coordinator of Library and Career Resources
DEPARTMENT/DIVISION: Academic Affairs
REPORTS TO: Vice President for Academic and Student Affairs
CLASSIFICATION: Professional (Full-time)
SALARY: \$37,500 - \$39,500, based on education and experience

POSITION SUMMARY

The Coordinator of Library and Career Resources provides library reference services and instruction to Seminole State College students, faculty, and staff. This position explains and assists students, faculty, and staff in the use of the library databases, streaming audio and video, library catalog, electronic books and other features located on the library homepage. This position also develops, evaluates, and maintains the library collection and serves as library liaison in assigned discipline department. This position coordinates the student career center by helping students explore career paths, prepare for the job market, and connect with potential employers. The Coordinator also collaborates with Academic and Student Affairs, and other offices to improve the quality and effectiveness of policies, reports, and initiatives through on and off campus research. This position reports to the Vice President for Academic and Student Affairs.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former, and current students, clients, suppliers, and the community we serve. Interact effectively with a diverse group of faculty, staff, students, and other customers of our services, learns, and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Explain and assist in the use of reference sources, books, periodical indexes, Internet, and online databases to locate information; demonstrate the procedures for searching library catalog; assist students, faculty, and staff in finding scholarly sources for research.
- Schedule and provide library instruction and orientation through class presentations, workshops, and web-based instruction.
- Serve as liaison between the library and teaching faculty on matters of curriculum support through collection development and bibliographic instruction. Assist teaching faculty in the design of library assignments.
- Select and develop collection of reference and circulating materials, including books, periodicals, video media, software, eBooks and other electronic materials in support of curriculum; develop online library collections.
- Assist in the development of operations guidelines and policies and procedures for library services.
- Develop and deliver a range of traditional and innovative library services, as well as web-based resources.
- Assist with student resume writing, interview preparation, internship placement, and job search strategies.
- Host career fairs, networking events, and workshops as needed to support student professional development and post-graduation success.
- Attend statewide meetings and conferences associated with the position.
- Assist the Student Success Coordinator in managing Core Alerts.
- Develop and maintain a career/job board and facilitate internships for students.

- Assist in gathering data and preparing reports for various offices on campus for assessment, grants, and HLC initiatives.
- Handle confidential information with tact and discretion.
- Perform other functions as necessary or as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Master's degree in library sciences preferred; will consider other master/bachelor's degrees with at least two years' related experience.
- Experience working at a two/four-year institution and/or public institution preferred.
- Knowledge of reference in emerging technologies required.
- Knowledge of trends in library services preferred.
- Knowledge of online databases and integrated library systems preferred.
- Ability to integrate technology into instruction preferred.
- Ability to develop and maintain effective working relationships with students and faculty required.
- Proficiency in the use of computers and experience with Microsoft Office (Word, Excel, PowerPoint, etc.) are required.
- Strong organizational, time management, and excellent written communication skills required.
- Must be available to work flexible hours during peak times of the academic year.

Applications will be accepted until the position is filled; however, only candidates whose applications are received by **July 30, 2025** are assured of receiving full consideration. Salary is \$37,500 - \$39,500, based on education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long-term disability, and life insurance equivalent to two times contractual salary. Employment is subject to successful completion of background check. *This position is contingent upon the budget.*

To apply, please send letter of application, resume, copies of all academic transcripts, and the name and phone numbers for three professional references to:

E-Mail: hr@sscok.edu

and/or

**Mail: Seminole State College
ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818**

*SSC is an AA/EEO employer committed to multicultural diversity.
SSC participates in E-verify.*

Posted July 15, 2025