Electronic Services Librarian (full-time, 35 hours/week)  
University Libraries  
Position 101644  

**Position Summary:** The libraries of The Catholic University of America have as their purpose to support and enrich the instructional, research, and service programs of the university. Electronic Resources and Services is responsible for providing the technology and resources necessary for quality instruction and research, acquisition of electronic resources, organizing and maintaining the access to the electronic resources, creating and managing the local digital resources, and developing and overseeing the libraries public and staff Web sites. The Electronic Services Librarian will be responsible for planning and managing the libraries’ public and staff Web sites. Develop and maintain systems which support electronic resources and digital collections for the library system.  

**Essential Responsibilities Include:** Plan and manage the libraries public and staff Web sites. Develop and maintain systems which support electronic resources and digital collections for the library system. Support the administration of library information systems by performing hardware and software installations, upgrades, and troubleshooting for library computer systems. Assist in training the ERS assistant/GLP and in training other library staff on ERS supported system. Participate as a professional member in the University Library system with academic status, in shared collegial decision making and planning; participate in committees and ad hoc projects contribute to the library profession and engage in professional development activities; participate in and contribute to professional organizations and publications.  

**Minimum Qualifications:** A Master’s Degree in Library Science is required. Applicants who will have obtained the MLS by 08/20/2016 will be considered. At least one (1) year of relative experience. Demonstrated proficiency with web development skills, such as HTML, CSS, JQuery, etc. and usability assessment. Knowledge and work experience with database technology (such as MySQL, Oracle, and the SQL language) and at least one computer programming language (PHP preferred). Work experience with system administration and digital collection process. Familiarity with Unix/Linux environments.  

**How to apply:** forward resume, cover letter and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 101644 in subject line of email. This position is open until filled. Applications submitted before 6/1/2016 will receive priority consideration.  

The Catholic University of America  
Human Resources, 170 Leahy Hall  
620 Michigan Ave, NE  
Washington, DC 20064  
Fax: (202) 319-5802  
Telephone: (202) 319-5050