



LINDEN HALL

FOUNDED IN 1746

Position Opening: Full Time Librarian

Linden Hall, located in Lititz, Pennsylvania, is the nation's oldest independent boarding and day school for girls. Committed to excellence in the education of young women, the School provides a rigorous and multifaceted college preparatory experience. Each student is nurtured and inspired to reach her highest personal potential. With a diverse student body representing 28 countries and 14 states, Linden Hall delivers a truly enriching cultural experience. For more information, visit www.lindenhall.org.

Job Summary

Linden Hall is looking for a personable, organized full-time librarian with excellent communication skills, technical skills, and an interest in girls' learning. We welcome engaging, high-energy applicants to work with both middle school and upper school students. Top candidates will have a Masters in Library Science or the equivalent, including experience in an academic library. He or she will also possess a true passion for reading, research, and writing, and a proven desire to share this passion and knowledge with the entire campus community. Top candidates will additionally be able to approach immediate, common technology questions from students and faculty with creativity and confidence. We expect all candidates will have strong interpersonal skills, excellent communication skills and an understanding of the developmental needs of adolescent girls.

Qualifications:

- Masters in Library Science or similarly equivalent degree
- Prior experience in an academic library preferred
- Prior experience with independent schools preferred
- Strong interpersonal skills, strong technology skills; excellent communication skills
- Ability to establish and maintain effective working relationships with students, staff, parents, and the public
- Experience and understanding of library database operation and maintenance. Databases extant on campus include: Destiny, JSTOR, ProQuest, and Gale group databases.

Essential Duties

- Making the library an inviting, interesting space for a diverse group of students with multiple space/use needs.
- Maintaining the school's collection of print items, including check-in and check-out and follow-up with students regarding books; shelving, displays, and promoting reading and resources available. Annual review, weeding, and acquisition of print materials.
- Partnering with classroom teachers on research projects and information literacy in various subject areas. Maintaining the school's database collection. Presenting confidently and accurately to students and faculty on proper research techniques, the search process, source selection, database use, and citation. Working comfortably with students in class groups, small groups, or individually as needed on research projects.
- Fostering connections with local public and university libraries. Assisting students with interlibrary loans.

- Promoting reading on campus, including spearheading the summer reading program and organizing book- and reading-related events on campus.
- Managing student volunteers who assist at the desk and in the collection with check-out, check-in, and shelving. Coordinating and communicating with other adults responsible for library desk time.
- Coordinating schedule for the adjacent computer lab and communicating with the technology department when there are problems reported by teachers or students in the lab.
- Helping students who come forward with basic questions about technology on campus: access and use of common applications and the school's database and learning management system on various devices, printing, photocopying, etc. Knowing when to pass complex help issues on to the technology department.
- Clearly communicating availability and schedule on campus. Flexibility exists for occasional evening hours for work with boarding students. Given expectations for in-class time and student help, maintaining a transparent schedule will be important.

Additional Duties

- Perform additional responsibilities that are a part of being an adult in a boarding community, as needed
 - Occasional weekend events, facilitating students' needs, etc.
- Maintain professional competence by attending staff development programs, curriculum development, etc.
- Create an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers
- Perform any other related duties as assigned by the Head of School or other appropriate administrator

Interested Candidates should submit by email a cover letter that clearly states interest in the position and why the candidate is suited to teach at Linden Hall, resume, and Statement of Philosophy to Beth Teske, Assistant Head of School for Academic Affairs, at eteske@lindenhall.org with Library Position in the subject line.

Linden Hall is deeply committed to diversity and an inclusive curriculum and community. We actively encourage applications from candidates with broad and diverse backgrounds and from individuals of all races, nationalities, sexual orientations, religions, socioeconomic backgrounds, and beliefs.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Librarian will be required to follow any other instructions and to perform any other related duties as assigned by the Head of School or another appropriate administrator. Linden Hall reserves the right to update, revise or change this job description and related duties at any time.