

TITLE: Library Services Coordinator
DEPARTMENT/DIVISION: Academic Affairs
REPORTS TO: Dean of Instruction
CLASSIFICATION: Classified, Full-Time
SALARY: \$30,000 - \$31,000, based on education and experience

POSITION SUMMARY

The Library Services Coordinator will provide library reference services to Seminole State College students, faculty, and staff. They will explain and assist 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. The Library Services Coordinator provides leadership and oversight for circulation, course reserves, online library services, and interlibrary loan (ILL) services, ensuring high-quality, user-centered library experiences. This role coordinates policies, workflows, and assessment across these areas, fostering collaboration with the Shared Librarian of Record, other library units, vendors, and across campus.

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

- Handles confidential information with tact and discretion.
- Manage day-to-day circulation, course reserves, library budget, and interlibrary loan (ILL), ensuring smooth service delivery and excellent customer service to library users.
- Maintain collection organization, overseeing shelving, stack maintenance, and inventory processes to support collection integrity.
- Address complex user issues and liaise with other library units or the Shared Librarian of Record as needed to resolve problems.
- Serve as a contact for issues with the library building.
- Oversight of secondary rooms used by library patrons.
- Coordinate with the Shared Librarian of Record in ongoing collection maintenance and assessment.
- Collect, analyze, and report data on circulation, ILL, user interactions, and course reserves activity to inform decision-making and support assessment activities.
- Purchases, maintains, and inventories all library and office equipment and supplies for the sports program.
- Sorts and shelves library materials.
- Monitors library computers and the student Laptop Loan program.
- Arranges for department's equipment maintenance.
- Plan, schedule, supervise, train, and evaluate student employees; monitor and approve work hours.
- Coordinate training sessions on library services, research tools, and information literacy.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- **Knowledge:** Associate degree required; minimum of two years of library experience required. College library experience preferred; demonstrated knowledge of circulation operations; knowledge of and experience with routine office procedures and equipment; computer literacy, including proficiency with word processing and spreadsheet applications highly desired. Experience working at a two-year college institution is preferred.
- **Skills:** Excellent interpersonal, verbal, organizational, and written communication skills; strong public service orientation; ability to work independently and collaboratively; must be self-motivated; demonstrated flexibility and attention to detail.
- **Abilities:** Ability to stand and walk for extended periods while assisting patrons, shelving materials, or monitoring spaces; ability to lift, carry, and move materials weighing up to 25–50 pounds (e.g., books, boxes, equipment); frequent reaching above shoulder level and bending/stooping to access materials on high and low shelves; sufficient vision (with or without correction) to read book spines, labels, screens, and small print; ability to handle books, operate computers, scanners, printers, and other library equipment with precision.

Applications will be accepted until the position is filled; however, only candidates whose applications are received by **May 5, 2026** are assured of receiving full consideration. Salary for this position is \$30,000 - \$31,000, 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. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. Employment is subject to successful completion of a background check. *The filling of this position is contingent on the budget.*

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

Seminole State College
ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818-0351

or

Email all documents to: HR@sscok.edu

*SSC participates in E-verify.
Posted April 21, 2026*