



UNIVERSITY  
OF  
LOUISIANA  
*L a f a y e t t e*

# STAFF VACANCY

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**POSITION:** Instructor of Library Science/Head of Special Projects, Services and Gifts

**RESPONSIBILITIES:** This position reports to the Head of Technical Services and is responsible for planning, organizing, and conducting variety of special projects. Responsible for publishing and editing Dupré Library's semi-annual newsletter, scheduling Library's lobby displays, accepting gift items for general collections of Library and chairing the Gifts committee of the Library. Supervises two classified clerical staff members.

**QUALIFICATIONS:** MLS degree from an ALA-accredited program. Preferred experience with library technical services, especially cataloging and/or serials. Excellent oral and written communication skills, excellent organizational and interpersonal skills, self-motivator, ability to work independently and creatively within established guidelines.

**ADMINISTRATIVE UNIT:** The University of Louisiana at Lafayette [<http://www.louisiana.edu>] is one of eight publicly supported universities governed by the Board of Supervisors for the University of Louisiana System. It consists of the colleges of Arts, Business Administration, Education, Engineering, Liberal Arts, Nursing and Allied Health Professions, Sciences, General Studies, and the Graduate School. The University has an enrollment of over 16,300 students and a faculty of 743. The University offers 80 undergraduate degree programs, 29 master's degree programs, and 7 doctoral degree programs. The University Library [<http://library.louisiana.edu/>] has a faculty of 17 and a support staff of 32.

**SALARY:** Commensurate with qualifications and experience.

**APPLICATIONS:** Letter of application, résumé, and the names and addresses of three references will be accepted at the University of Louisiana at Lafayette through February 15, 2008, or until position is filled, and should be directed to:

Dr. Charles W. Triche III  
Director of Libraries  
Edith Garland Dupré Library  
University of Louisiana at Lafayette  
PO Box 40199  
Lafayette, Louisiana 70504

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