

Librarian Position Opening

The Kansas College of Chinese Medicine is actively seeking a professional/medical librarian for a part-time position in our college library. KCCM is a small Private College with a Masters of Science Degree Program in Oriental Medicine, an Associates of Applied Science Degree Program in Oriental Bodywork and Certificate/Diploma Programs in Massage Therapy. We have an active clinic with 4 doctors of Oriental Medicine, two Acupuncturists and 4 Massage therapists. We have approximately 40 contracted and or full-time faculty members on staff. The College is in Candidacy status for Accreditation and, as part of this process, we are currently defining library expansion and a long range library plan in which we will need assistance from the new librarian. Interested parties may see our website at www.kccm.edu.

We anticipate an initial need of approximately 40 hours to ensure the library is set and ready for Fall semester students and then approximately 4 hours two or three Saturdays or evenings to maintain the current holdings and assist students/faculty as needed via appointment.

We have approximately 2,500 Traditional Chinese Medicine/Science/Western Medicine/Massage Therapy texts in our collection. The collection has been maintained well by our former medical librarian and a record system is established.

Salary will be negotiated with the interested individual based on their experience and anticipated time required to accomplish the task.

Following is the position description. Applicants may apply at the following:

Janet L. Gao
Vice President Administration
9235 E Harry
Wichita, KS 67207
Phone:316-691-8822
Fax:316-691-8868
email: admin@kccm.edu

Kansas College of Chinese Medicine
JOB DESCRIPTION

Job Title: Librarian
Reports to: Academic Dean
Status: Part-Time
Salary: Commiserate with experience
Primary Duties: The Reference Librarian is responsible for the overall operation of the College Library. The primary responsibilities of the Librarian are to:

Maintain, inventory and catalog the library holdings in accordance utilizing established library practices
Develop and implement policies and procedures for the maintenance of current and future library holdings, including, but not limited to textbooks, media and other library materials that the librarian deems necessary to maintain appropriate academic holdings and to ensure the mission, goals and education objectives of the College are met
Assist the Academic Dean and Faculty in obtaining current textbooks and references for college use
Assist the Medical staff and student interns in research as it applies to the College and its objectives
Create and maintain a library facility that is in accordance with the College mission and that promotes an environment dedicated to lifelong learning
Assist the VP Administration in developing near, mid and long-range goals
Develop an annual library budget in conjunction with the Executive Director
Monitor library holdings to meet budgetary goals
Develop policies and procedures that ensure timely return of library holdings
Assist in promoting a collegiate level library to enhance the overall college image
Ensure the library is maintained in a clean, safe and adequate manner

The Librarian shall possess the following:

Master's degree in Library Science from an accredited institution
Excellent written and oral communication skills.
Strong computer and web-authoring skills, strong interpersonal skills, and the ability to work effectively with a culturally diverse population.
Experience in at least one area of public service is preferred.

Additional Information:

The Librarian is regularly required to sit and talk or hear. And is frequently required to use hands to finger, handle or feel; reach with hands and arms. The Librarian is occasionally required to lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Noise and dust levels in the work environment are usually moderate.

KCCM is an equal opportunity employer and does not discriminate on the basis of sex, race, religion, age, national origin, ancestry, creed pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.