

Resource Sharing Coordinator

St. Louis College of Pharmacy is currently seeking a library paraprofessional that works across resource sharing and interlibrary loans. The position is responsible for borrowing material from other libraries as requested by STLCOP affiliates and lending STLCOP material to outside institutions, in addition to assisting with the maintenance of the Library's internal website. The position requires both the ability to think clearly when dealing with the variances of interlibrary loans, as well as strong technical and communications skills.

You'll have the opportunity to:

- Completes daily processing of requests by STLCOP affiliates to borrow material not available in the STLCOP Library using online interlibrary loan management systems.
- Completes daily processing of requests from outside institutions for material available in the STLCOP Library. Uses print and electronic media to verify requests as necessary.
- Selects appropriate resources based on availability and cost-saving criteria.
- Responsible for updating journal holdings for Interlibrary Loan, and all aspects of OCLC Worldshare administration.
- Manages some MOBIUS notice delivery, and monthly MOBIUS reports.
- Responsible for managing Interlibrary Loan invoices.
- Handles all aspects of Copyright Clearance Center reporting, and generate all billing associated with CCC usage. Establishes and evaluates Interlibrary Loan borrowing and lending policies and procedures.
- Performs periodic evaluation of ILL workflows as needed.
- Maintains Interlibrary Loan LibGuides.
- Supervises one student library assistant in material processing activities, ILL material retrieval and scanning activities, and ILL data entry.
- Special projects and other duties as assigned.
- Provides Service Desk backup as needed.

To succeed in this role you will need:

- Bachelor of Arts or Sciences required.
- Previous library experience, preferably in academic or Interlibrary Loan setting.
- Experience with OCLC Worldshare and/or Docline preferred.
- Excellent communication skills, ability to work collaboratively with a variety of people and positions as well as a firm commitment to public service

If this sounds like the job for you here is information on how to apply:

Founded in 1864, St. Louis College of Pharmacy is one of the oldest and largest colleges of pharmacy in the nation. Our student body is among the most academically gifted in the Midwest, and students come from 31 states, several countries and are increasingly diverse. Our [strategic plan](#) guides us to be a globally prominent leader in pharmacy and health care education, interprofessional, patient-centered care and collaborative research. We are driven by our values of integrity, positivity, growth, diversity, professionalism, respect, and inclusion. More information is available at www.stlcop.edu. Recognized as a Great College To Work For 2011-2017,19.





Go to www.stlcop.edu/employment and follow the simple steps to apply online and submit a cover letter, resume/CV and references. Review of applications will begin immediately and continue until the position is filled.

AA/EOE Statement:

St. Louis College of Pharmacy is an affirmative action, equal opportunity employer that values diversity. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity, protected veteran status or status as an individual with a disability.
EOE/M/F/Veteran/Disabled

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