

HARRIS-STOWE STATE UNIVERSITY POSITION VACANCY NOTICE

Coordinator of Library and Student Services

The Anheuser-Busch School of Business located at Harris-Stowe State University, is seeking qualified applicants for the position of Coordinator of Library and Student Services. Required Qualification: A masters degree with specialization in library sciences, English or related field. Candidates must have three years of recent experience in an academic public or private library. Candidates must also possess excellent oral and written communication skills, computer and database proficiency.

Responsibilities: The coordinator will administer the daily operation of the School's Enterprise Library and Technology Center, including select, purchase and process library materials; supervise the Writing and Undergraduate Research Lab; provide patron services when needed; participate in bibliographic instruction of students; and assist with the School's projects.

To Apply: Send a letter of application, résumé' and the names, addresses and telephone numbers of three professional references to:

**Harris-Stowe State University
Department of Human Resources
3026 Laclede Avenue
St. Louis, MO 63103
Fax: 314/340-3395**

Application for Employment may be downloaded from www.hssu.edu

AN EQUAL OPPORTUNITY/AFFIMATIVE ACTION EMPLOYER