

POSITION: AMERICAN CORNER COORDINATOR

WORK HOURS: 40 HRS/WEEK, EVENINGS AND SATURDAY HOURS REQUIRED

GENERAL RESPONSIBILITIES

American Corners (AC) is the library unit of the Center for English Language Immersion (CELI). It is a collection of English language resources about the USA that comes to CELI courtesy of a U.S. State Department grant. Funding of AC operations comes through the same grant. Under the general supervision of the U.S. Embassy's Information Resource Director and the CELI Executive Director, the AC Coordinator provides assistance and services to CELI students and other library visitors. The AC Coordinator is also responsible for planning and implementing a variety of outreach activities related to U.S. culture and education, and for providing educational advising services to students. The 40-hour work week should be scheduled to keep the library staffed while CELI is open, particularly in the evenings and on Saturdays.

SPECIFIC RESPONSIBILITIES

- Directs and handles the day to day activities of the Library.
- Inventories Library collection and assesses future needs.
- Purchases new books and Library supplies according to prescribed guidelines and procedures.
- Assists Library users to locate reference materials.
- Assists host institution staff in the preparation of annual budget requests.
- Affiliates and maintains close linkage with other Library systems.
- Plans and implements cultural activities in the Library and in the multi-purpose room.
- Provides educational advising services for students.
- Performs other duties as assigned and undertakes special projects as needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Proficiency in English and Spanish.
- Baccalaureate degree, preferably in Library studies or Social Sciences, although relevant experience may be substituted.
- Knowledge of American history, values, society, culture, education, and politics of the United States of America.
- Knowledge of reference tools and procedures.
- Ability to maintain Library programs and assess the resource needs of Library users.
- Skill in working with youth, and in providing youth training.
- Ability to prepare written reports, correspondence and maintain accurate records.
- Skills in prioritizing work assignments.
- Ability to effectively present information and respond to questions from supervisors, customers, and the general public.
- Knowledge of computer based instruction. Skill in use of a wide range of current computer applications including Internet, Microsoft Windows, Microsoft Office (Word processing and spreadsheet), and web page design. Good typing skills are also required.
- Skill in communicating confidentially and diplomatically with both library staff and the public.