

**Hosting Solutions & Library Consulting (HSLC)  
3600 Market Street, Suite 550  
Philadelphia, PA 19104**

**JOB POSTING  
HSLC TRAINER  
Telecommuter Position  
Full-time, Exempt  
Position available May 1, 2017**

**Are you a people person? Are you a natural-born communicator? If so, HSLC is looking for you!**

**Our Mission**

Hosting Solutions and Library Consulting (HSLC) furthers the missions of libraries by delivering technical solutions and consulting services.

**Position Description**

The HSLC Trainer is a member of the Library Services Team, and reports to the Director of Library Services. Our trainer will serve as the team leader for in-person and web-based training in the use of statewide services for client libraries.

HSLC is based in Philadelphia, but provides services to librarians throughout the commonwealth. To maximize the company's training outreach in a cost-effective and efficient manner, HSLC seeks applications from Pennsylvania residents who reside in, and will maintain residence in the central or western portion of the state for this position. The selected employee will provide assurance that an acceptable work space environment is available to work from a home office.

The selected candidate will have primary responsibility for:

- providing in-person and web-based training for POWER Library resources
- developing training programs including course content, instructional videos, and other training aids as necessary
- preparing training and procedures documentation
- providing support for the Access PA ILL system
- recommending enhancements to the ILL system and participating in vendor user group activities
- contributing to the planning and development of annual fall training and spring conferences for POWER Library services
- performing evaluation to ascertain outcomes of training activities

## **Minimum Requirements**

- A graduate degree in library or information science from an ALA-accredited library school
- Five years of professional experience
- Residence in central or western Pennsylvania
- Strong internal and external customer service skills
- Strong interpersonal, oral, and written communications skills
- Experience in training and support services
- A working knowledge of the Access PA ILL System including experience with ILS and ILL procedures and processes
- Experience providing in-person training
- Experience with preparation of written documentation
- Ability to travel; a driver's license is required as there is significant travel throughout Pennsylvania for presentations, meetings, and attendance at trade shows.
- Enthusiasm for keeping abreast of new technological developments and best practices in library systems and training
- Ability to juggle competing priorities
- A working knowledge of Microsoft Office products or equivalent

## **Preferred Experience**

- Experience with POWER Library services
- Experience using a support software platform to provide support
- Experience providing web-based training and development of instructional videos
- Experience working in a Pennsylvania library
- Experience with service evaluation methods

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, sit, walk, use hands to finger and grasp, handle, feel or operate objects, tools, or controls and talk or hear.

The employee is occasionally required to climb, balance, stoop and crouch, and present for up to two hours at a time.

Hand-eye coordination is necessary to operate computers and various types of

office equipment.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Must be able to concentrate on fine detail with constant interruption and remember assignments given over long periods of time.

### **Compensation**

The salary is commensurate with experience. HSLC offers an excellent benefits package.

### **To Apply**

This position is open until filled.

*HSLC personnel will be in the Pittsburgh area on April 12th and available for interviews!*

*HSLC personnel will be in the Grantville area on April 18th and available for interviews!*

Please mail, email, or fax your cover letter and resume including three references to:

Hosting Solutions & Library Consulting (HSLC)  
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