

Tennessee Secretary of State  
Tre Hargett



Division of Human Resources & Organizational Development  
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Director of Human Resources

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**Library Assistant**  
**Tennessee Department of State**  
**Tennessee State Library and Archives**

**Mission:** The mission of the Office of the Secretary of State is to exceed the expectations of our customers, the taxpayers, by operating at the highest levels of accuracy, cost-effectiveness, and accountability in a customer-centered environment.

**Supervisor:** Director of Planning and Development

**Summary:** This part-time position assists in providing virtual and face-to-face training in resources available in the Tennessee Electronic Library (TEL).

This is a part-time, grant-funded, term position. Staff who accept a term position are not guaranteed employment for the entire period and there are no guarantees of continued employment when the term ends. If funds are exhausted or the appointment to the position is not extended, the position is not eligible for severance pay.

The grant is funded for the period of Sept. 1, 2021 – Aug. 31, 2022. Funding is provided by the Institute for Library and Museum Services (IMLS).

**Salary:** \$20/hour

**Duties/Responsibilities**

- Conduct training for librarians, teachers, and students in-person or virtually as scheduled
- Prepare materials for training activities including PowerPoint presentations, short training videos, and handouts.
- Present at conferences and librarian/teacher workshops on TEL resources.
- Track, analyze, and report data on trainings.
- Establish partnerships with libraries, school districts, and other educators through various forms of outreach, including social media, conferences, email campaigns, etc.
- Creating an evaluation mechanism to determine the effectiveness of the training and to identify potential training topic additions.
- Perform other duties as assigned.

**Minimum Qualifications**

**Education and Experience:**

- Bachelor's degree or equivalent experience.

**Knowledge and Abilities:**

- Excellent presentation/training skills

- Excellent written and oral communication abilities.
- Overall knowledge of general library practices.
- Organizational skills and the ability to multi-task.
- Ability to communicate clearly both in writing and orally.
- Tactful and professional manner in dealing with the public both in person and by telephone.
- Expert ability in using Microsoft Word, PowerPoint, and Excel.
- Working knowledge of video conferencing platforms.

Physical Requirements, Health Safety and Collections Security:

- Possess ability to simultaneously utilize telephone and computer system for extended periods.
- Possess ability to sit for long periods.
- Assist the organization to create a safe and healthy work environment by working safely with the equipment provided.
- Follow instructions given for health and safety purposes and immediately reporting any unsafe working practices or hazardous working conditions.
- Take necessary measures to protect property and records from loss, mutilation or theft.

**To Apply:** Email your cover letter and resume to the Division of Human Resources at [sos.hr@tn.gov](mailto:sos.hr@tn.gov). Please include the position you are applying for in the subject line.