Job Description – Reference and Instruction Librarian

Job Title: Reference and Instruction Librarian
Unit: Library Services
Location: Henderson Campus
Reports To: Director of Library Services
FLSA Status: Full-time Exempt

Approved by: Director of Library Services
Reviewed by: Director of Human Resources
Date: April 19, 2013

Summary

Under general direction of the Director of Library Services, the Reference and Instruction Librarian is responsible for providing library instruction, reference services, and collection development assistance for disciplines served by the university. The person in this position interacts with faculty and serves as liaison to the various programs. This is a non-faculty position that commonly operates as the sole Reference and Instruction Librarian for the campus.

Responsibilities

- Responsible for designing and providing library instruction in individual, group, and classroom settings. Meet with faculty to develop and refine library-based assignments. Explore, develop and implement effective, innovative ways of providing information literacy instruction to students and faculty, both in-person and virtually.
- Provide professional reference services to individual students and faculty through regularly scheduled service desk hours and in-office hours, and via electronic methods such as email, text messages, chat, and online interface (LibAnswers).
- Serve as the primary library liaison to the faculty. Responsible for maintaining current knowledge about the various program curricula and class schedules. Develop strong working relationships with faculty to ensure library resources are meeting curricular needs, support faculty with their research, and respond to faculty inquiries related to services offered by the library.
- Collect and disseminate information concerning library materials and online resources of interest, interacting with the respective program Educational Resources Committees members. May also participate in the acquisition of new materials (online ordering), meeting with vendor representatives, and/or coordinating online resource trials with the Electronic Resources/Systems Librarian.
- Create resource and instruction guides, tutorials, select bibliographies, and point-of-use aids in both print and electronic formats, including creating and maintaining LibGuides pages, in coordination with other library staff and Reference & Instruction Librarians at other campuses.
- Promote library services to the university community, including but not limited to providing library orientations to new students and new faculty members, creating and giving presentations on topics of interest, creating promotional materials, and meeting with various stakeholders both formally and informally.
- Collect and/or analyze statistics relating to instructional programs, reference interactions, use of resources, materials ordering, and other areas as assigned.
- May assist with maintenance of the Library online presence and/or the creation of social media and other content.
- Actively participate in the creation and dissemination of scholarly work through activities like research (e.g., surveys, focus groups, and data analysis), writing for library and university publications, professional association posters and presentations, and/or articles submitted to peer-reviewed journals.
- Maintain knowledge of current trends and developments in the library and medical information fields through activities such as participation in professional organizations and self-directed reading.
- Participate in campus and university committees and taskforces as requested.
- Attend seminars, conferences, in-service training, and staff meetings as required.
- Other related duties as assigned.

Skills
• Demonstrated ability and enthusiasm for working with students and faculty to help them find the information they need while providing excellent customer service and outreach.
• Knowledge of outcome-based learning, instructional methodologies, and student learning styles.
• Demonstrated ability to collaborate with faculty for planning classroom instruction, evaluating educational materials, working on joint projects, and/or assisting with academic research.
• Demonstrated ability to innovate, remain flexible, and effectively resolve problems.
• Demonstrated ability to effectively manage multiple priorities and meet deadlines.
• Knowledge of current online technology tools, social media outlets, and searching techniques for database interfaces common to academic libraries.
• Excellent working knowledge of Microsoft Office (e.g., Word, Excel, PowerPoint, and Publisher).
• Demonstrated ability to accumulate new knowledge and remain current in the field through attending seminars, conferences, and other training opportunities.
• Demonstrated ability to excel independently in a self-directed working environment.
• Demonstrated ability to excel as a team member in a collaborative environment with excellent interpersonal skills.
• Demonstrated presentation skills; demonstrated excellent verbal and written communication.

Education/Training

This position requires a Master's degree in Library Science or Library & Information Science from an American Library Association-accredited program. Preferred: membership in the Academy of Health Information Professionals.

Experience

Minimum three (3) years professional-level academic library experience; must include both reference and library instruction experience. Preferred: experience providing reference and instruction for health science fields of study and/or knowledge of evidence-based practice. Desired: peer-reviewed publications and/or professional association presentations.

Working Conditions

• Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between campus buildings or off campus.
• Incumbent may be regularly scheduled to evening and/or weekend work hours. Accepting a temporary change in the assigned work hours with little advance notice in order to accommodate daily staffing needs in the library will be required.
• Performing some duties external to the library and attending various University events outside the normally scheduled work hours and/or location occasionally occurs and may be required.
• Traveling off-campus to a local, state, regional and/or national event, as well as travel to other campuses or facilities occurs occasionally and is required.
• Incumbent may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among university personnel and/or students.

Required Physical Abilities

• Ability to bend, stoop, reach, stand, move from one area of the building to another on a regular basis, sit and use a computer for a long period of time,
• Manual and physical dexterity needed to operate a computer keyboard and handle paper documents.
• Sufficient near vision acuity to read information appearing on computer display screen, in hand-written forms, and printed on paper,
• Adequate hearing and verbal abilities to communicate effectively in person and by telephone.
• Ability to lift and carry a stack of forms and documents weighing up to 15 pounds.

I have read the above position description and have received a copy.