



## **POSITION DESCRIPTION**

### **Librarian**

**DEPARTMENT:** Academic Services

**CLASSIFICATION:** Exempt-Full Time

**SHIFT:** Monday-Friday, 8:00am-5:00pm, some evenings and weekends may be required

**SALARY:** \$45,000 - \$50,000 annually

**FUNCTION:** The Librarian will enthusiastically provide high quality services to enrich our college community and demonstrate a commitment to fostering an inclusive learning environment where students, faculty, and staff are excited to be creative, innovative, and open as they conduct research and work to solve problems.

**REPORTS TO:** Director of Digital Library & Learning Commons

#### **MAJOR DUTIES/RESPONSIBILITIES:**

- The Librarian collaborates with faculty and academic departments to integrate information literacy into the curriculum.
- Develops instructional materials, introduce students to the library through formal bibliographic instruction sessions and informal one-on-one interactions.
- Provides outreach to campus and public communities; work with library staff to provide excellent reference services.
- Work specified hours providing service at the library's information desk including evenings and weekends.
- The individual uses considerable independent judgment in making decisions where guidelines are applied to a variety of situations and serves as a lead worker responsible for assigning and directing the work of staff, student workers, volunteers, and interns in the absence of the Director of Digital Library and Learning Commons.

#### **GOALS/ROLE OF POSITION:**

- Serve as the liaison for various programs
- Participate in outreach activities throughout the College
- Provide reference service in-person and online
- Create and maintain multi-media web-based information literacy and instructional materials
- Engage and support the faculty, staff, and students' research, teaching, and learning needs
- Help select and request the acquisition of library materials

- Maintains records, prepares reports, and composes correspondence related to the work
- Train and or supervise other staff, volunteers, interns, and student workers
- Help plan, promote, and facilitate specialized programs
- Participate in research, professional development, and service activities as outlined by the College
- Reads professional literature and participates in in-service training to keep informed on current materials and library developments
- Provide technology assistance to library users and work collaboratively with other library staff in the use of library hardware and software applications, including contributing content to the library website and social media
- Perform other duties and complete projects as assigned by the Director of Digital Library and Learning Commons

**REQUIRED EDUCATION/QUALIFICATIONS/EXPERIENCE:**

- Master's degree from an ALA-accredited program.
- Excellent communication, presentation, and interpersonal skills.
- Ability to work effectively with diverse library users and staff.
- Knowledge of library resources and interest in building further knowledge.
- Experience with library related technologies including various hardware, software, integrated library systems, databases, and social media.
- Demonstrated understanding of pedagogy and best practices in information literacy
- Experience with synchronous and asynchronous instruction.
- Creativity, initiative, and interest in innovative approaches to reference, research, and instruction.
- Experience creating information literacy videos and online learning modules.
- Experience or familiarity with document/content management systems such as libguides, CONTENTdm, Omeka, etc.
- Familiarity with learning management systems such as Brightspace, Canvas, etc.
- Ability to learn and teach new technologies and implement them in library instruction.
- Ability to select and compile data for correspondence and reports.
- Ability to interpret instructions and guidelines to resolve work problems.

**PHYSICAL REQUIREMENT**

Prolonged periods sitting at a desk and working on a computer. Must be able to lift at least 20 pounds at times. Must be able to climb ladders or stepstools, push and pull book carts, and lift and carry books. Must be able to read and discern computer screens and book labels.

### **Additional Information:**

Employment at Clinton College is contingent upon a background check that is satisfactory to the College. Failure to provide written authorization for a background check will nullify the offer of employment. Candidate must be fully vaccinated and boosted.

### **Application Instructions:**

**Applications should include a cover letter and resume and must be sent**, preferably in PDF format, to [humanresources@clintoncollege.edu](mailto:humanresources@clintoncollege.edu). The subject line of the email should read "Librarian". The process will continue until the position is filled.

*Clinton College provides equal access to employment opportunities for all applicants, regardless of race, color, creed, religion, national origin, gender, sexual orientation, gender identity, gender expression, genetic information, marital status, age, disability, or veteran status in compliance with all applicable laws, regulations, and policies.*