



## Coordinator of Instruction & Research Services

### Librarian I

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**Department:** Abell Library Center

**FLSA Status:** Exempt

**Grade/Level:** Non-tenured rank of Assistant Professor

**Work Schedule:** Mon – Fri, 9:00 am – 6:00 pm;  
12-month position. Occasional nights and weekends  
as needed.

**Job Status:** 1.0 FTE

**Reports To:** Library Director

**Amount of Travel Required:** Less than 5%

**Positions Supervised:** Student-Employees

#### **POSITION SUMMARY:**

Directs Abell Library's instructional and research support services operations, including development, coordination, delivery, and assessment of library and information literacy instruction, and coordination of reference, including supervision of the Peer Research Assistant program. Maintains the library website, research guides, and other online instances. Supports the library's formal service and collection assessment. Responsible for instruction, collection development, and liaising with academic departments and programs. Performs essential functions personally or in conjunction with designated personnel or outside vendors/experts.

#### **ESSENTIAL FUNCTIONS (Duties and Responsibilities):**

##### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

**Essential Functions Statement(s)** To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

Directs the library's instructional services in support of student learning through the integration and utilization of library and information literacy resources for faculty courses, including FYS, introductory, and advanced level courses by

- facilitating library instruction sessions through various modalities;
- demonstrating accession and effective use of library resources;
- creating lesson plans to address and meet desired student learning outcomes;
- designing instructional materials to facilitate multimodal learning.

Develops and maintains an information literacy plan which describes Abell Library's instructional services and defines the library's desired student learning outcomes.

Oversees and provides instruction and information resources to a variety of student groups (e.g., honors, transfer, etc.).

Enables services and workflows to evolve in response to and in anticipation of changing user needs, industry standards, available technology, and institutional priorities.

Coordinates reference and research support services, including supervision of the Research Help Desk.

Oversees the Peer Research Assistant program by

- hiring, training, and supervising student-employees;
- maintaining accurate training and procedural manuals.

Assists with collection development of print and digital reference materials.

Manages and creates content for general library handouts, newsletter, and web-based matter.

Manages the library's social media presence by developing content, removing and updating information and coordinating with other social media authors for placement.

### **Other Job Function Statement(s)**

Maintains library research guides (LibGuides) and website.

Maintains online library forms and scheduling platforms.

Assists with maintenance and support of the library's Integrated Library System (OCLC WMS).

Coordinates the library's electronic resources in close cooperation with the Coordinator of Bibliographic Services and the Library Director.

Serves in a backup capacity for staffing/supporting the library's circulation desk.

Participates in and serves on college committees.

Attends monthly faculty meetings.

Performs other duties as assigned.

**POSITION QUALIFICATIONS:** (The **minimum** knowledge, skills, abilities, licenses/certifications, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

**KNOWLEDGE** (Obtained through **education, training, experience, licensure or certification, or through a combination of the aforementioned.**)

To perform this job successfully, an individual must possess the following education, training, and/or experience:

**Minimum:**

- Master's degree in Library Science (MLIS, MLS, or similar) from an ALA accredited institution
- 1 year of teaching experience, preferably in an academic environment
- 1 year of experience using instructional technologies and collaborating with faculty on incorporating library/information resources into various pedagogies

**Preferred:**

- Two (2) years of experience directly related to the specified duties and responsibilities

- One (1) year of supervisory experience
- Familiarity with editing web-based content (HTML, CSS, etc.)

**SKILLS** (The application of knowledge necessary to perform the essential functions of the position.)

To perform this job successfully, an individual must possess the following skills:

- Use Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.) or appropriate comparable software to the extent required to effectively perform essential functions
- Exhibit strong collaborative and organizational skills
- Communicate effectively using a variety of styles and techniques appropriate to the audience
- Balance multiple responsibilities effectively, and establish priorities

**ABILITIES** (Observable behavior/s necessary to perform the essential requirements of the position.)

To perform this job successfully, an individual must have the ability to:

- understand, embrace and demonstrate commitment to the mission of the College and a liberal arts educational environment;
- contribute to a culture of data-informed, continuous improvement to ensure the Instruction and Reference departments and services align with the College's goals for student success;
- ensure the library's outreach, collections, programs, and policies support a diverse student body with the goal of achieving more equitable outcomes for students;
- foster strong cooperative relationships with campus partners to participate in programs and activities aimed at supporting the College's recruiting and retention goals;
- maintain confidentiality regarding sensitive matters;
- work effectively with employees and other constituents of the college, as well as the public;
- develop, plan, and implement short- and long-range goals;
- supervise and train relevant employees, to include organizing, prioritizing, and scheduling;
- pay attention to details;
- analyze and solve basic problems;
- create and edit written materials;
- accept change and considerable variety in the workplace;
- work under pressure while maintaining a professional demeanor;
- model high standards of honesty, integrity, trust, and ethical behavior;
- adapt to changing technologies in a library environment;
- present a professional image to include dress and behavior;
- work occasional nights and weekends and travel as needed.

**LICENSE OR CERTIFICATION** (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.)

- **Not applicable**

**BEHAVIORS** (Required by the institution of all employees within a classification [exempt, nonexempt, managerial/supervisory] necessary to perform the essential functions of the job and are formally reviewed during the annual performance evaluation process.)

The following must be demonstrated at a fully acceptable level:

- Independence of Action/Initiative – Exercises good judgment in problem solving and decision making
- Service Orientation – Exhibits a 'customer friendly' demeanor with internal and external patrons
- Resourcefulness/Creativity – Presents a variety of options to fulfill job responsibilities and meet workplace objectives
- Productivity – Completes all assignments in a timely manner
- Accuracy – Ability to perform work accurately and thoroughly
- Communication Skills – Presents ideas effectively. Conveys thoughts clearly and concisely. Listens well and asks appropriate questions.
- Teamwork – Works effectively with other employees. Offers help when needed.
- Attendance – Misses few days of work
- Punctuality – Arrives to work on time

**PHYSICAL REQUIREMENTS:** The following represent the physical requirements of the essential job functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 20 pounds) associated with the job duties is required.

**WORK ENVIRONMENT:**

Typical environment is library setting or office environment with low to moderate noise.

**Disclaimer:** The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. ***It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.*** Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Signature: \_\_\_\_\_ Date: \_\_\_\_\_