



Instruction and Reference Librarian JOB DESCRIPTION

DEPARTMENT: IAIA LIBRARY
CLASSIFICATION: EXEMPT, ADMINISTRATIVE/PROFESSIONAL
REPORTS TO: Library Director
SUPERVISES: NONE
LAST UPDATED: February 2017

POSITION SUMMARY

Reporting to the Library Director, the Instruction and Reference Librarian provides a wide range of library services for students, faculty, and staff. Responsibilities include providing information literacy, reference services, overseeing patron workstations, engaging in collection development, and supporting IAIA's mission, vision, and core values.

ESSENTIAL FUNCTIONS

- Teach information literacy courses and provide student, faculty, and staff with research assistance, which includes but is not limited to the following responsibilities:
 - Provide leadership in teaching, expanding, and enhancing information literacy.
 - Teach information literacy sessions as requested by instructors.
 - Design instructional material as needed.
 - Participate in assessment of instruction.
 - Assess and determine the information needs of library's patrons.
 - Use print and digital resources to conduct research.
 - Create library webinars and/or learning modules for online courses.
- Use technologies to create, deliver, and improve on a wide-range of library services, which includes but is not limited to the following responsibilities:
 - Provide leadership in managing the library's Libguides.
 - Develop and maintain the library's presence in a course management system.
 - Participate in evaluating services with view to improvement via appropriate technologies.
 - Participate in selection of technologies for improved service.
 - Troubleshoot problems with databases.
 - Communicate and collaborate with the Information Technology department to ensure online off campus access to databases.
- Participate in the management of library activities , which includes but is not limited to the following responsibilities:
 - Work in a team environment, and lead projects when necessary.
 - Manage the library donation projects, including book sales.
 - Oversee collection development in assigned areas.

- Contribute to the development of library policies and procedures.
- Prepare reports as needed or assigned.
- Collaborate in the creation of exhibits that encourage library use and the exploration of resources.
- Collaborate on the development and delivery of public programming.
- Provide support services in the day to day library operation, such as circulation.
- Oversees student workers, as assigned/required.
- Participate in the assessment and evaluation of library collections and services.
- Assist with the general maintenance of equipment.
- Provide backup services for interlibrary loan and serials.
- Assist in maintaining a safe and secure library environment.
- When designated, assume authority for library operations when Director is absent.
- Complete other responsibilities, which include but is not limited to the following:
 - Keep abreast of library instruction and electronic resource trends.
 - Participate in library and IAIA community meetings and events.
 - Maintains membership in and participates in professional organizations.
 - Complete other duties/projects as assigned or needed.

REQUIRED EXPERIENCE AND EDUCATION

Master's in Library Science from an ALA accredited University; with education in appropriate subject discipline, at least of 2 (two) years of library experience, and at least 1 (one) year of academic library instruction experience. **PREFERRED:** Academic library experience and a background in studio arts, visual arts, and/or art history. Experience working with Native American students.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated communications and interpersonal skills, which includes strong writing, oral, and organizational skills.
- Demonstrated ability to conduct library instruction and/or presentations.
- Ability to be accessible and available to students and faculty.
- Demonstrated ability to interpret and comply with library and IAIA policies and procedures.
- Ability to collaborate effectively and efficiently across several organizational levels.
- Effectively respond to and/or interact with others, which includes creating rapport/trust with students and establishing effective/positive work relationships with staff and faculty.
- Adhere to appropriate standards of conduct and ethics, including confidentiality, integrity and honesty; follows directives.
- Exhibit ability to adapt to changing work environments.
- Cooperate and work respectfully with others.
- Participate in pro-active problem solving, perform job duties, and participate in meetings as required.

WORKING CONDITIONS

- Ability to read and interpret basic to complex data/information/guidelines/ procedures, etc. related to library systems, website administration research, and academic-related data/information.
- Ability to present the library information in a public forum.
- Ability to effectively utilize applicable computer systems and/or applications.
- Ability to meet the essential work hours requirements.

- A job evaluation of this position will include an assessment of performance results based on the essential functions.
- Occasional travel for meetings, conferences, and other events using personal or company vehicle.
- Management has the right to revise this job description at any time, with or without notice.
- This job description does not list all the duties of this position.
- The job description is not a contract for employment.