

# INSTRUCTION & RESEARCH LIBRARIAN

DEPARTMENT	STATUS	CLASSIFICATION	LAST UPDATED
Academics / Library	Part-Time (up to 25 hours) Non-Exempt	Admin II	11 June 2018

## PURPOSE

To support the fulfillment of the Library's mission – to create and sustain a first-class academic learning center that provides and promotes the use of information resources in support of the College mission and student goals – specifically through the creation and implementation of Instructional and Research Services, and by assisting the Library Director.

## ESSENTIAL DUTIES

### **Instructional**

- Provide In-class, Online, and In-Library Instruction and Research Services
- Develop and perform library orientation instruction
- Develop and maintain online library research guides

### **Technical**

- Integrate instructional material into the college's online course management system.
- Produce video tutorials
- Manage LibGuide software

### **Other responsibilities**

- Identify and assess course assignments for research elements
- Communicate with faculty about course assignments and research needs
- Manage student staff designated to support the Instruction & Research Librarian
- Recommend titles for collection development

## GENERAL DESCRIPTION

The Instruction & Research Librarian must be proactive, creative, and inventive. The librarian must be able to provide general and specialized reference services to both undergraduate and graduate students in multiple environments (on-campus & online). The Instruction & Research Librarian will be personal, detail oriented, communicate effectively, and able to work independently. The Instruction & Research Librarian is responsible for the development of instructional units describing: library resources and their use, information literacy skills, and the proper use of library research guides. The Instruction & Research Librarian will report directly to the Library Director.

## MINIMUM REQUIREMENTS

- MLIS (Master of Library & Information Science), or MLIS candidate.
- Knowledge and experience in instructional design and reference services.
- Attention to detail; good proofreading skills; strong organizational ability.
- Willing to work flexible hours when needed.

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<b><u>PREFERRED REQUIREMENTS</u></b>
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| <ul style="list-style-type: none"><li>• Bi-lingual - Fluent in Spanish</li><li>• Familiarity with HTML, CSS, Microsoft Office, Moodle, Camtasia, and/or other programs useful for producing tutorials.</li><li>• Experience in training, scheduling and supervising personnel.</li><li>• Committed to the values of Life Pacific College as articulated in its Statement of Faith</li></ul> |
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