

Job Description Summary Instruction and Outreach Librarian 2014

The Southwest Texas Junior College Libraries seek a highly motivated Instruction and Outreach Librarian with strong interpersonal and teaching skills and a demonstrated commitment to superior customer service. The successful candidate will participate as an integral member of the library team across all SWTJC Campuses, with a focus at the Uvalde Campus Library in Uvalde, TX. The position is a full-time 12-month appointment.

Required Qualifications

- Master's degree in Library and/or Information Science from an ALA accredited institution.

Required Skills

- Creative and innovative teaching skills with a focus on information literacy.
- Experience with the assessment of information literacy and student learning outcomes.
- Demonstrated experience with web, digital and electronic library content, production, and standards.
- Knowledge of current and emerging trends in instructional technologies.
- A demonstrated commitment to providing exceptional customer service to students, faculty, and staff.
- Effective communication, presentation and organizational skills, with the ability to exercise tact and discretion, and attention to detail and follow through.
- Supervisory practices and principles.

Duties and Responsibilities

- Provide reference and information literacy instruction in-person and online through customized instruction sessions, workshops, tutorials and other modes of instruction.
- Lead and participate in the assessment of library instructional activities and library services objectives.
- Develop print and online instructional materials, including LibGuides and tutorials.
- Manage online databases and electronic resources.
- Generate and compile usage reports for library electronic resources and services and the library website.
- Participate in collection development and curriculum review.
- Develop collaborative ongoing relationships with faculty, students and staff to support teaching, learning and research.
- Develops and maintains library policies, procedures, and services, and may coordinate college-wide library responsibilities; including reference, off-campus/extension services, information literacy, collection management, access services, library technology, and web presence.

- Serve on campus and college-wide committees; participate in the development of college initiatives; assist in the formation of policies, procedures, goals and objectives of the library.
- Maintain an established schedule, including some evenings and weekends, and possible multiple campus locations
- Manage library services functions, including selection, supervision, development and evaluation of Library Services staff; the coordination of library functions and services with other library, campus, and college activities and services.
- Makes recommendations, reports, and actively participates in strategic planning, budget preparation, expenditure and assessment.