



POSITION: INSTRUCTION/PUBLIC SERVICES LIBRARIAN

START DATE: JUNE 1, 2023

DEPARTMENT: LIBRARY

Position Summary: The Instruction/Public Services Librarian works onsite in the Hester Memorial Library, provides reference/library instruction services, and oversees circulation services.

RESPONSIBILITIES

- Mentor and advise public services support staff
- Design, deliver, and assess instructional sessions and online instructional tools such as libguides and video tutorials
- Provide reference services
- Participate in library outreach promoting library services and
- Assist with collection development and deselection projects as assigned
- Attend faculty meetings and serve on campus and consortium committees as assigned
- Assist in compiling annual statistics and reports related to areas of responsibility
- Works on special projects as assigned
- Other duties as assigned
- Responsible to Dean of Libraries

QUALIFICATIONS

- Master's degree in library science (MLS, MLIS) from an ALA accredited program
- Experience with library management systems
- Ability and desire to teach and work with library patrons at their point of need
- Experience working effectively with online and print reference sources
- Ability to effectively create online library instruction materials such as video tutorials and libguides
- Effective communication and interpersonal skills
- Ability to establish and maintain effective working relationships with superiors, associates and the general public
- Supports NGU's mission statement and core values, commitment to a Christian lifestyle and character in keeping with biblical model

OPPORTUNITY FOR ADVANCEMENT



This position is a full-time faculty position on a promotion track. The starting rank is assistant professor with the opportunity to advance to associate professor, then full professor following the promotion criteria for librarians.

PHYSICAL REQUIREMENTS

- Visual Abilities: Read written and electronic documents and use a computer system
- Hearing: Hear well enough to communicate with co-workers and patrons in person and via telephone
- Dexterity: Grasping, feeling, handling library materials, writing, typing and using the telephone, copier, and computer systems
- Mobility: Will need to operate office machines, move between library departments and work in the stacks frequently and move between other buildings on campus occasionally
- Talking: Frequently convey detailed or important information about using resources accurately and in a manner that can be understood
- Lifting, Pulling, and Pushing: Exert up to 50 pounds of force occasionally, and 20 pounds frequently, lift and/or move up to 20 pounds occasionally and 10 pounds frequently
- Cognitive/Emotional: Ability to critically think and concentrate, ability to remain calm when working with frustrated or anxious patrons, must be able to respond quickly to changes in conditions – 75-100% of the time

WORKING RELATIONSHIPS

This Librarian position is a full-time faculty position in the Hester Memorial Library at North Greenville University and reports to the Dean of Libraries. This Librarian position collaborates with colleagues on campus and throughout the state, and works with library patrons including faculty, staff, students and the community.

WORK SCHEDULE

Hester Memorial Library is open Monday through Thursday, 7:30 a.m. – midnight, and Friday 7:30 a.m. – 4 p.m. Holiday and exam hours vary.

The Instruction/ Public Services Librarian is expected to work onsite in the Hester Memorial Library:

- Monday – Thursday 8:30 am – 5 pm
- Friday 7:30 am – 11 am
- Occasional shift in the schedule may be necessary to accommodate 8 am library instruction requests
- Hours may vary slightly during exams and when school is not in session

TRAVEL



Minimal travel may be required for meetings or conferences.

This job description in no way states or implies that these are the only duties to be performed by the employee. S/he will be required to follow any other instructions and to perform any other duties as requested by his or her supervisor.