



# **BENNETT COLLEGE**

## **Job Posting**

**Title:** Reference Instruction Librarian

**Date of Posting:** 02/01/17

**Closing Date:** Until Filled

**Job Code:** 17-0201BJW

**Department:** Library

**Reports To:** Library Director

### **GENERAL SUMMARY:**

The successful candidate will provide oversight of the reference and instructional services-related functions of the library, including planning, development, implementation, management, and assessment of the library's synchronous and asynchronous reference services; course-related, course-integrated, and co-curricular information literacy workshops; faculty/staff in-service offerings; and development of related print and electronic resources. Assist in the planning, implementation and assessment of library programs, policies and procedures.

### **ESSENTIAL JOB FUNCTIONS:**

Reference Duties:

- Coordinate the planning, development, implementation, management, and assessment of the library's reference services
- Enhance the user experience, and support the library and college's strategic plan
- Participate in the planning, development, implementation, and assessment of related library technologies and web resources pursuant to delivery of effective reference services
- Collaborate with all appropriate campus stakeholders to identify and develop new reference resources and services as needed

- Collect and analyze reference data and statistics for reporting and budgeting

#### Instructional Services-Related Duties:

- Coordinate the planning, development, implementation, and assessment of the library's instructional services
- Enhance the teaching and learning experience, and support the library and college's strategic plan
- Develop, deliver, and assess all of the library's orientation, course-related, course-integrated, co-curricular, and faculty/staff in-service instruction
- Collaborate with faculty and other academic support services to develop new and innovative instructional services and supports pursuant to increasing the presence of information literacy instruction in the curriculum and in campus life
- Collect and analyze instruction data and statistics for reporting and budgeting

#### Miscellaneous duties:

- Collection development
- Library liaison to academic divisions
- Flexibility to work some nights and weekends
- Serve on college committees
- Perform other responsibilities and duties as assigned by the Library Director

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of emerging trends in academic reference services, especially with regard to asynchronous/virtual reference and reference collection development.
- Knowledge of information literacy pedagogy and best practices, including familiarity with the ACRL's Information Literacy Competency Standards for Higher Education.
- Knowledge of emerging technologies and their application to both synchronous and asynchronous reference and instructional services.
- Knowledge of academic library assessment best practices, especially with regard to reference and instructional services.

- Knowledge of academic library branding and marketing best practices and emerging trends.
- Strong service orientation with excellent organizational, communication, and presentation skills.
- Ability to balance multiple projects.
- Flexibility to work some nights and weekends

### **EDUCATION AND EXPERIENCE:**

- MLS/MLIS degree from an ALA-accredited program.
- Reference and/or teaching experience in a college, university, or community college library.
- Experience with research, design, and implementation of library technology initiatives such as online learning resources, Web 2.0 applications, wikis, blogs, and related technologies.
- Experience with Google Apps, including Sites, Docs/Drive, Forms, and Picasa.
- Experience with Techsmith Camtasia Studio, Techsmith Snagit, and Scirra Construct 2.
- Experience with student response systems such as eInstruction CPS.
- Experience with OCLC WMS.
- Strong interest in user interface and user experience design.

### **HOW TO APPLY:**

Interested candidates should submit a complete applicant packet, which includes the following documents:

- cover letter
- resume
- application for employment (found at [www.bennett.edu](http://www.bennett.edu))
  - reference Job Code **17-0201BJW**
- three (3) recent letters of recommendation (all letters must be signed and dated within one (1) year)
- unofficial transcripts from every college and university attended
  - official transcripts are required if an offer of employment is accepted

**ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED**

**Applicant packets must be received ONLY by email at:**  
[hr@bennett.edu](mailto:hr@bennett.edu)

Resumes received without the job code will not be considered.

**NO PHONE CALLS PLEASE!**

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.