JOB TITLE: Information Literacy Librarian – 1 year appointment

CLASSIFICATION LEVEL: 7

DEPARTMENT: Library

REPORTS TO: DIRECTOR OF LIBRARY SERVICES

DIRECTLY SUPERVISES: NONE

FLSA STATUS: EXEMPT, FULL TIME, ONE YEAR APPOINTMENT

PRIMARY PURPOSE OF THIS JOB:
The Information Literacy Librarian will provide support for the reference department that includes staffing of the reference desk, assisting with and answering reference questions for individuals and groups that are part of the Misericordia community. This position will also provide library liaison duties to assigned academic departments (Business, Communications, Education, Psychology, and Social Work) and other campus offices as assigned and provide in-depth reference consultations.

ESSENTIAL FUNCTIONS: (other duties may be assigned)
1. Participate in staffing the reference desk, which includes answering information, directional, and routine or in-depth reference questions, in-person interactions, via e-mail, chat, Blackboard, telephone, or Adobe Connect using both print and electronic resources.
2. Provide comprehensive reference instruction and training in an individual or group setting on topics including but, not limited to, information literacy, databases and catalogs, various research methods, software use, library procedures, and equipment operation.
3. Act as a liaison to academic departments for collection development and information literacy.
4. Participate and assist in planning library outreach programs including Roving/Pop-Up Reference.
5. Provide library instruction. Prepare and deliver research lectures to assist with class instruction that is aligned with the ACRL Framework for Information Literacy for Higher Education.
6. Promote and participate in embedded librarianship.
7. Assist with collection development for the Reference collection by selecting and integrating materials to be added in electronic and print formats.
8. Create and develop library instruction materials that assist in teaching information literacy principles to students with such programs as Camtasia, LibGuides and Blackboard.
9. Collaborate with faculty and library staff to identify, review, and evaluate reference policies with the Director of Library Services and other library staff librarians. Assist the Information Literacy and Assessment Librarian with collecting assessment data.

RELATED DUTIES:
• Maintain a current awareness of professional library trends in reference services in the field of library science and information science.
• Participate professionally in local, state, and national consortia in matters relating to reference services currently offered or proposed in the field.
• Rotating night and weekend hours will be required.
• Upholds and promotes the Mission and Philosophy of the University and the Sisters of Mercy.
• Preserves honesty and integrity in the professional affairs of the University; adheres to high standards of ethical practices and conduct.
REQUIREMENTS: (Equivalent combinations of education, licenses, certifications and/or experience may be considered)

**Education**
- Master of Library Science from an ALA accredited school.

**Experience**
- Experience in an academic library setting is preferred.

**Licenses/Certifications**
- N/A

**Work-Related Knowledge**
- Knowledge with accepted reference practices such as conducting a reference interview and familiarity with general reference resources into print and online resources.
- Experience and familiarity with searching library databases.
- Demonstrates ability to use web-based instructional tools and other Web 2.0 resources.
- Ability to create library instruction materials that assist in teaching information literacy principles to students with such programs as Camtasia, LibGuides and Blackboard.
- Ability to use online instruction and web based tutorials.

**KNOWLEDGE, SKILLS, AND ABILITIES** typically required to perform the essential functions of this position.

**Problem-Solving/Decision-Making Skills**
- Identify problems, investigate the root-cause, and make recommendations for solutions.

**Verbal Communication Skills**
- Use verbal skills to communicate with co-workers or customers and transfer information to groups.
- Possesses and demonstrates interpersonal relationship skills such that one can work independently and in a multi-layered team environment while fostering positive relationships, teamwork, and cooperation so that the organization can meet its goals.

**Written Communication Skills**
- Complete and maintain documentation/records to effectively convey ideas and information both in written and oral form.

**Math Skills**
- Addition, subtraction, multiplication, division, percentages, ratios.

**Computer Skills:** Required to successfully complete essential functions of the job.
- Internet and email
- Databases software
- Spreadsheet Software
- Word processing Software
- Knowledge of integrated library systems such as Sirsi
- Presentation Software
- Online instruction and web based tutorial program such as Camtasia, LibGuides and Blackboard.

**Tools & Equipment (Other than general office equipment):**
- General Office Equipment

**CONTACTS** typically incurred while performing the essential functions of this position.
- Coworkers within the same department
- Coworkers in other departments
- Mid-management level employees
- Executive management level employees
- Customers of the organization
- Members of the general public
- Employees of peer organizations
- Vendors/suppliers/service providers

MENTAL DEMANDS typically required to perform the essential functions of this position.

- **Respond to Unpredictability** – Appropriately adapt to a work schedule or job requirements that regularly change without notice or do not follow a set schedule. Requires judgment to act in crisis situation.
- **High Level of Record Keeping** – Enter, transcribe, record, store or maintain information in written or electronic/magnetic form.
- **High Pressure for Results** – Complete job duties in a timely and efficient manner under demanding working conditions. Appropriate use of emotions; level-headed under pressure.
- **Independent Judgment and Discretion** - Accountable for comparing and evaluating possible course of conduct and acting/making a decision (without immediate director or supervision) after various solutions have been considered. More than use of skill in applying well-established techniques, procedures or specific standards described in manuals or other sources.
- **Organize and Prioritize** – Organize information, processes and/or prioritize work to meet demands/deadlines.
- **Manage Multiple Projects/Tasks** – Work on multiple projects/tasks concurrently, in order to meet varied deadlines. May work for multiple bosses.
- **Respond to Angry/Upset Individuals** – Appropriate respond to unpleasant, angry or anxious individuals as part of the job requirements.
- **Read, Comprehend and Follow Instructions/Work Orders** – Listen to and understand information and ideas presented through spoken or written form.
- **Relate to Others** – Regular day-to-day contact with internal/external customers.

PHYSICAL DEMANDS typically required to perform the essential functions of this position.

<table>
<thead>
<tr>
<th>CONSTANTLY (more than 75% time on job)</th>
<th>FREQUENTLY (25 – 75% time on job)</th>
<th>OCCASIONALLY (up to 25% time on job)</th>
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</thead>
<tbody>
<tr>
<td>- Ability to sit</td>
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<td>- Ability to stand</td>
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<tr>
<td>- Ability to communicate orally</td>
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<td>- Ability to walk</td>
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<td>- Ability to hear conversation</td>
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<td>- Ability to use both hands</td>
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WORKING CONDITIONS under which the essential functions of this position are typically performed.

- This position typically requires work in a normal office environment.

PERSONAL PROTECTIVE EQUIPMENT typically required to perform the essential functions of this position.

- This position typically does not require the use of Personal Protective Equipment.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodation. The list of requirements, duties, and responsibilities is not exhaustive but is representative of the current job. The knowledge, skills and/or abilities listed are typically required to perform this job successfully. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to satisfactorily perform the essential functions. Management reserves the right to revise the job description and to require that other tasks be performed when the circumstances of the job change (for example: emergencies, changes in personnel, workload, or technical development).

*I have read the above position description and understand the requirements set forth therein. I acknowledge that I can perform the essential functions of this position with or without reasonable accommodation.*
Employee’s Signature:_________________________  Date:_______

Supervisor’s Signature:_________________________  Date:_______

**Human Resources Review**

Signature:_________________________  Date:_______