SPARTANBURG METHODIST COLLEGE
JOB DESCRIPTION

Position Title: Assistant Librarian for Instruction & Reference Services

FLSA: Exempt

All employees of Spartanburg Methodist College are entrusted with assisting the College achieve its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations of all employees.

Organizational Responsibilities:
The position of Assistant Librarian (Instruction & Reference Services) is a full-time, professional staff position reporting to the Director of the Learning Resource Center/Head Librarian.

Position Summary:
The Assistant Librarian for Instruction & Reference Services plans, coordinates, and delivers formal library instruction across all academic disciplines; provides impromptu face-to-face, phone, and virtual reference services for College students, faculty, and staff; and assists with collection development for both print and electronic resources. This position is responsible for operations and security of the library during evening and Sunday hours. This position is also responsible for day to day maintenance of the library webpage, creation of online instructional tools, and assists in maintaining monthly/annual statistics for reporting.

Major Areas of Responsibility:
- Plans, implements, markets, and evaluates the Library's instructional program to both on-campus and distance education students/faculty/staff.
- Reviews curriculum and reaches out to teaching faculty to expand the instruction program both for on-campus and distance education students.
- Develops, coordinates and implements workshops and instructional opportunities for the College community.
- Prepares course-specific materials to support students' research needs.
- Creates instructional materials utilizing current technologies.
- Assists in planning, implementing, and publicizing library services in innovative ways.
- Staffs the information desk and answers questions in person or via phone, email or chat.
- Assists students, faculty, and staff in locating, evaluating and accessing information.
- Explains and demonstrates the use of reference resources.
- Assists users in use of equipment and facilities.
- Keeps reference and instruction statistics as needed.
- Participates in the collection development and acquisition activities of the library, which includes some copy cataloging and weeding of materials.
- Works closely with the Director of the Learning Resource Center/Head Librarian and other library staff to develop, implement, evaluate, and improve library services.
- As part of a small academic library, all librarians/staff provide circulation services which may include communicating policies and procedures, managing fines and fees, and recording library statistics.
- Assists in the supervision, evaluation, and training of support staff and student workers.
- Promotes the library and College on campus and in the community.
- Performs other duties as assigned.

Working Conditions:
This work is normally performed in an office environment and will require significant contact with students and faculty members. This library is two stories with no elevator.

**Required Physical Abilities:**
- Light physical exertion that includes moving around the library.
- Ability to bend, stoop, reach, stand, move from one area of the building to another on a regular basis, sit and use a computer for a long period of time.
- Manual and physical dexterity needed to operate a computer keyboard and handle paper documents.
- Sufficient near vision acuity to read information appearing on a computer display screen, in hand-written form, and printed on paper.
- Adequate hearing and verbal abilities to communicate effectively in person and by telephone.

**Other Details:**
Hours will be adjusted to meet the needs of the College when students will not need evening access. Library instruction classes may be taught days and evenings Monday - Friday. Flexibility to accommodate instructional schedule is required.

**Minimum Qualifications:**
- Education: Master’s Degree in Library Science from an ALA accredited program.

**Skills, Knowledge and Abilities:**
- Due to the rapidly changing environment of the information world, the successful candidate will need to be flexible, willing to explore new areas and learn new skills, and be able to work both independently and as part of a team.
- Ability to work effectively with a diverse student body.
- A thorough understanding of the principles of librarianship as they relate to all aspects of an academic library.
- Education or experience providing library reference assistance, either in-person and/or virtual.
- Education or experience providing library and/or information literacy instruction, either in-person and/or virtual, and/or teaching experience in a closely related field.
- Experience creating online guides and instructional tools, including using Lib Guides.
- Experience assessing library instruction.
- A knowledge of computers, computer software, and computer applications in a library and in the teaching/learning environment.