

Sul Ross State University

Position Description

Official Title: Education Coordination Librarian
Salary Group: Unclassified

Job Code: 3234

Summary

Function: Under the direction of the Director of Library Public Services, coordinate and delivery, development, and marketing of the library's instruction program, which is designed to support teaching and promote information competencies of SRSU students.

Scope: Provide reference, research, and faculty support services, including weekends and evenings in rotation; serve as a liaison to academic programs and participate in collection development as assigned.

Duties

Essential: Schedule the library's instructional services and share in teaching load; provide leadership that promotes students' acquisition of library research and information literacy skills and faculty integration of information literacy instruction into their courses; develop and administer an assessment program for the library's instructional services including periodic administrative and statistical reports; participate with librarians, faculty, academic departments, and Media and Instructional Technology Services in the creation of tutorials, resource guides, and other instructional materials in multiple formats utilizing instructional design principles; participate in reference desk coverage, including nights and weekends; participate in collection development as assigned; serve on library and University committees; participate in professional development activities. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Troubleshoots electronic equipment in public services area; performs routine duties at the Circulation Desk; opens and closes library as needed; does daily backups of automated library system; serves on University and Library committees.

Supervision

Received: General supervision by Dean of Library and Information Technologies.

Given: Functional supervision is exercised over student assistants.

Education

Required: Master's degree from an ALA accredited library or information science program.

Preferred: None

Experience

Required: None

Preferred: Experience providing reference and instruction in an academic or research library using print and electronic sources; library public service experience

Equipment/Skills

Required: Enthusiasm for student success; demonstrated ability to organize, meet deadlines, perform multiple tasks simultaneously, and prioritize; demonstrated capacity to solve problems, work effectively with all levels of personnel, and contribute effectively to team efforts; ability demonstrated by experience or coursework to learn and apply new technologies for the delivery of reference and research

services, and for the creation of presentations, interactive tutorials, web pages, and other instructional materials.

Preferred: Knowledge of basic instructional design principles and experience assessing the learning outcomes of library instruction classes; demonstrated knowledge of instructional design principles; demonstrated problem solving, decision making, negotiation, leadership skills.

Working Conditions

Usual: Service oriented environment in direct and continual contact with the public; flexible schedule encompassing early morning to late night and weekend hours as demanded to meet supervisory requirements as well as information needs of night and weekend format classes. Exempt from overtime provisions. Position is Security Sensitive.

Special:

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: April, 2007