

WILLIAM WOODS UNIVERSITY  
**JOB DESCRIPTION**

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**JOB TITLE:** Reference/Information Literacy Librarian (Faculty)

**DEPARTMENT:** Library

**REPORTS TO:** Library Director

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**GENERAL DESCRIPTION:** Responsible for library reference service and information literacy instruction; coordination of library collection development, including print and electronic resources; coordination and maintenance of the library web site.

**SPECIFIC RESPONSIBILITIES:**

- Provide assistance in finding and using information resources, including print and electronic resources and the Internet, to faculty, staff, and students
- Provide a program of information literacy instruction; plan, publicize, schedule, and conduct information literacy workshops and events
- Communicate with faculty regarding library services and information resources available in specific disciplines
- Coordinate the appearance of and maintain the content of the library's web site
- Schedule and conduct library tours
- Prepare informational and instructional aids, such as bibliographies, guides to library resources, etc.
- Develop and maintain a collection of reference materials
- Coordinate general collection development; select library materials in specific disciplines
- Monitor use of electronic resources, evaluate new products, and select resources for addition to or deletion from the library's collections
- Provide statistical data on use of library web site and electronic resources; monitor electronic resource management system and proxy server
- Serve as WWU representative to ARTHUR and MOBIUS committees as needed
- Participate in library policy making and planning
- Perform other duties that are essential to effective and efficient library operations

**EDUCATION AND EXPERIENCE REQUIRED:**

- Master's Degree in Librarianship (MLS) from an ALA-accredited program
- Two years library experience in an academic library

**ESSENTIAL JOB REQUIREMENTS:**

- General knowledge of all operations of the reference area of an academic library
- Excellent written and oral communication skills
- Ability to work successfully with people of varying ages, experience levels, and educational and cultural backgrounds in a friendly and helpful manner
- Ability to speak effectively before large groups of people
- Ability to understand and use multiple computer applications effectively and to operate a microcomputer and peripheral hardware
- Willingness to learn new skills
- Ability to work cooperatively with other library and university employees
- Ability to prioritize tasks effectively, solve problems creatively and constructively, cope with a changing work environment, and be self-motivated
- Ability to lift, move, and carry a minimum of twenty pounds up and down stairs
- Ability to conduct business over the telephone

**WORK SCHEDULE:** This is a twelve-month, benefit-eligible position with faculty rank; evening (one) and occasional weekend work required.