Librarian-Research & Instruction

Develops, designs, and delivers a variety of instructional sessions and tools for the Library Instruction Program. These responsibilities are performed in an ethical manner consistent with the University's mission and vision.

RESPONSIBILITIES:

1. Contributes to the design, promotion, coordination, delivery and assessment of the University Libraries' instructional programs.
2. Promotes student success and retention through collaboration with campus programs.
3. Provides research and reference assistance to onsite and distance students, faculty and staff.
4. Serves as liaison to different academic units as assigned and based on the changing needs of the University.
5. Participates in the University Libraries' digital initiatives through the creation of online videos and modules, as well as teaching emerging technologies.
6. Participates in the collection development process.
7. Participates in library-wide initiatives.
8. Participate in professional development.
9. Serve on appropriate library, campus and university committees.
10. Serve as an advocate and spokesperson for the library. Represent the library in campus activities in order to maintain communication and support the mission of the university.
11. Provide excellent customer service, anticipating and exceeding the needs of our customers.
12. Perform other duties as assigned.

POSITION PAY RANGE: $33,000.00 - 50,000.00,
Salary (Please note: Actual pay offered will be commensurate
with candidate qualifications and experience, the type of role, pay equity and
available funding)

QUALIFICATIONS:

1. Master's from an ALA-accredited program.
2. 1-2 years of professional library experience, background in an area of business, health professions, or technology preferred.
3. Experience working in an academic library.
4. Experience working independently and collaboratively.
5. Demonstrated knowledge and proficiency with contemporary and emerging information technologies.
6. Knowledge of principles and practices of library instruction, reference services, and the ACRL (Association of College and Research Libraries Framework for Information Literacy for Higher Education.
7. Strong customer service commitment.
8. Demonstrated ability to set and accomplish goals, work under pressure, and meet deadlines.
9. Demonstrated ability to work accurately and effectively with computerized data systems. Familiar with Microsoft Office products.
10. Demonstrated excellent interpersonal, communication and presentation skills, both written and oral.
11. Demonstrated ability to communicate effectively and relate well to students, faculty, staff, and others while maintaining appropriate confidentiality.
12. Must be able to work an irregular schedule, evenings or weekends as needed.

DEPARTMENT: Academic-Library

WORK LOCATION: Davenport University

EMPLOYMENT APPLICATION PROCESS

1. To start the application process, you must first create an account by selecting the 'Create a Profile' option at the top right hand corner of the Davenport University Career Site.
2. Once your profile has been created, you may apply for positions.
3. Note that once you have applied for any one position, that your information will be searchable by other hiring managers for future searches as well. However, applying directly to any position for which you are qualified and interested is a good way to ensure that the hiring manager will be able to view your material.
4. Applications will be reviewed by the Davenport hiring manager.
5. If selected for a phone screen or an interview, the hiring manager will contact you by email or phone.
6. Upon the final decision of the hiring manager, an offer of employment is approved and prepared by Human Resources, and extended to you by the hiring manager.
7. Please keep in mind that a job search process may take up to 2 – 3 months. Once the position is filled, applicants will be notified by email.
8. Your Candidate Profile will remain active for 2 years after your last login.

Search jobs at https://jobs.davenport.edu

EMPLOYMENT APPLICATION GUIDELINES

1. Open positions are posted on the website as they become available.
2. Before submitting an application for an existing position, please review the minimum qualifications on the job description, if available, to ensure the position is an appropriate match. You may apply for more than one position.
3. To update applicant profile information, simply log-in to the Davenport University Career Site and select the appropriate field to update the information that has changed.
4. If your application progresses, you may receive an email with a task to be completed in the Davenport University Career Site. Please login to your profile to complete the action.