

## **KUYPER COLLEGE POSITION DESCRIPTION**

**Job Title:** Library Services Specialist  
**Department:** Library Services  
**Reports To:** Director of Library Services  
**Receiving Applications Until:** May 18, 2018  
**Start Date:** August 1, 2018

**Summary:** Supports the academic objectives, programs and curriculum of the College by providing appropriate resources and services and assists in the management and administration of a library services program by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Assists in all circulation and reference responsibilities

Works collaboratively with faculty to design and deliver information literacy programs, provide instruction in various research strategies and introduce/orient students to various library resources

Leads the development and production of user guides and other reference aids, including LibGuides as well as develops and presents workshops, tutorials and orientations for all students.

Implements and administers library/information services to online learning faculty and students to assure equivalent services to those provided to on-campus students, coordinating with the Director of Online Learning.

Administers the Library's integrated library system and e-resources and maintains library web oriented web applications, mobile library services and other supporting digital initiatives in collaboration with IT Services.

Assists in development and management of the library website including creation of learning resources, website content and general maintenance

Develops and implements assessment instruments to evaluate the library's contribution to student learning

Maintains a current knowledge of instructional trends and research

Stays up-to-date on professional developments through participation in professional organizations, workshops, and continuing education opportunities at the local, regional and national levels as funding is available.

Researches implementing a “Personal Librarian” program

Assists in the training and supervising of student workers.

Serves on the Information Technology Committee as well as other campus committees as requested.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Master’s degree in library and/or information science (M.L.S. or M.L.I.S.) from an accredited ALA institution; 3-5 years experience or equivalent combination of education and experience; academic library experience preferred; Background in teaching and instructional design with experience in producing content within learning management systems; demonstrated effective communication abilities; proven ability to work with a minimum of supervision; experience in reference, instruction and relevant computer technologies.

### **Language Skills**

Ability to read, analyze and interpret professional literature, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of patrons, staff, faculty, students, and the general public.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to define problems, collect data, establish facts, draw valid conclusions, and develop solutions. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should have a high degree of computer literacy and experience with relevant computer technologies, such as: integrated library automation system software, learning management systems, database software, spreadsheet software and word processing software.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and sit. The employee is occasionally required to walk, sit, use hands, and reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.  
The level of interruptions through the day is usually quite high.

(Rev. 2/27/18, DZ/MN)