

### Research and Instruction Librarian

**STATUS:** Full time  
**DIVISION:** Library  
**REPORTS TO:** Library Director  
**SUPERVISES:** Library Technician, Work Study Students  
**FLSA STATUS:** Non-exempt

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#### **POSITION SUMMARY:**

The Research and Instruction Librarian provides reference services, library instruction, and material sample curation at the CCS Library. The Librarian participates in collection development and management for assigned subject areas. In conjunction with the Library Director, the Librarian assists in strategic planning related to library instruction and research support at CCS.

#### **DUTIES AND RESPONSIBILITIES:**

- Provides library instruction to undergraduate and graduate courses through in-person, hybrid and online learning environments
- Maintains current knowledge of instructional trends and best practices to teach information, visual, digital and critical literacy
- Assists Library Director with strategic planning for library instruction and course integration at CCS
- Oversees reference program at CCS Library and provides research consultations to students, faculty, staff and outside researchers through a variety of access points
- Supervise and coach Library Technician on assigned responsibilities of reference, instruction and material curation
- Serves as curator for the material sample research collection including collection development, management and instruction of material samples
- Participates in collection development and maintenance for print and electronic books at CCS Library in assigned subject areas
- Manages print and electronic serials subscriptions with the Library Director
- Creates and maintains LibGuides pages as assigned by Library Director
- Contributes as needed to the planning, policy development and assessment of CCS Library
- Collaborates with colleagues, at the Library and College, on outreach programming to promote library collections, spaces and services
- Promotes best practices for a student-centered library
- Participates in professional activities through conferences, seminars, reading professional literature, and attending and participating in staff workshops and meetings
- Additional duties as assigned

#### **QUALIFICATIONS:**

Required Qualifications:

- Earned MLS, MSI, or MLIS from an ALA accredited institution

- Knowledge of and/or experience in an art, art history, creative writing, visual studies, or a design discipline
- Experience assisting or leading library instruction in an academic setting
- Skills in standard office software such as Microsoft Word and Excel
- Demonstrated commitment to diversity, equity and inclusion in libraries
- Effective oral and written communication, including the ability to develop clear written procedures to train staff
- Excellent interpersonal communication and organizational skills, including project management
- Ability to adapt to changing standards and evolving work-related expectations in a dynamic working environment
- Ability to work independently and collaboratively
- Strong customer service skills

#### Preferred Qualifications

- One year professional librarian work experience
- Bachelor's or master's degree in a design, studio, art history, or media arts discipline
- Knowledge of the ACRL Framework for Information Literacy for Higher Education, the ARLIS/NA Information Competencies for Students in Design Disciplines, and other relevant information literacy standards and practices
- Experience designing effective instructional experiences that accommodate a variety of learning styles
- Experience developing library programs to enhance student engagement with the library
- Experience working with object based collections including creating original metadata schemas

#### **WORKING CONDITIONS:**

This job operates in an academic environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, rolling stacks and displays.

#### **About CCS**

College for Creative Studies is a nonprofit institution; it is one of the leading art and design colleges in the world. CCS is ranked by LinkedIn as a top three design school in the US and the best in the Midwest, based on alumni success. CCS has state-of-the-art facilities to support the complete range of creative production, from traditional art forms such as painting, glassblowing, foundry, and printmaking, to the most contemporary systems, including the latest digital imaging technology and extensive rapid prototyping output tools. The College currently enrolls more than 1,400 undergraduate and graduate students. It offers a Bachelor of Fine Arts in 13 majors: Advertising Copywriting, Advertising Design, Art Education, Communication Design, Crafts, Entertainment Arts, Fashion Accessories Design, Fine Arts, Illustration, Interior Design, Photography, Product Design, and Transportation Design. It also offers a Master of Fine Arts in four majors: Color and Materials Design, Interaction Design, Integrated Design, and Transportation Design.

#### **To apply:**

Applicants are encouraged to apply immediately. The search will close when a suitable candidate is hired. Interested candidates should submit the following in PDF format: **Resume and a letter of application should be submitted to:** [hr@collegeforcreativestudies.edu](mailto:hr@collegeforcreativestudies.edu)

Department Website: <https://libguides.collegeforcreativestudies.edu/home>

CCS website: <http://www.collegeforcreativestudies.edu/>

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to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran  
status  
or other characteristics protected by law.*

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