

## **Manchester University is seeking applications for an Instruction & Access Services Librarian.**

The position description can be found here: <https://www.manchester.edu/human-resources/employment-opportunities/#IASlibrarian> and is also posted below for your convenience. Please feel free to forward this information on to others in your library circles of influence.

**Position overview:** To further the Library's mission to support learning, teaching, and research at Manchester University, the Instruction & Access Services Librarian provides user-centered library instruction, general reference service and research support. Responsibilities also include supervising circulation, reserves, and interlibrary loan. This position reports to the Library Director.

### **Essential job functions:**

- Provide library instruction for first year seminar courses and support other disciplinary liaison areas.
- Serve as liaison to assigned academic disciplines; provide specialized instruction, take responsibility for collection development, and design online asynchronous learning resources.
- Provide leadership for Access Services including circulation, reserves, interlibrary loan, stack maintenance and collecting and reporting statistics.
- Supervise team of library student workers employed in Access Services.

### **Secondary job functions:**

- Work with Virtual Instruction & Emerging Technologies Librarian to design information literacy instruction and research resources.
- Provide in-person and online general reference assistance.
- Contribute to the development, implementation, and assessment of library services, policies, and procedures.
- Participate in faculty governance by attending faculty meetings and serving on committees.
- Assist with maintenance and improvement of library webpages.
- Participate in professional development opportunities.
- Collaborate with colleagues within the university and the statewide library community.
- Other duties as assigned.

### **Qualifications:**

#### Required

- MLS/MLIS degree from an ALA (American Library Association) accredited institution, w/ background in library instruction.
- Ability and willingness to work with individuals of all skill levels and academic backgrounds.
- Excellent oral and written communication skills; a strong public service orientation.
- Flexibility and the capacity to embrace change within an evolving organization.

#### Preferred

- 1-2 years academic library experience.
- Familiarity with current reference tools and resources.
- Experience with integrated library systems (OCLC WMS) and familiarity with learning management systems (Canvas).

**Work schedule:** This is a full-time, exempt faculty position: 40 hours per week, typically 8 hours per day, M-F. Regular semesters may include one evening shift for general reference service. Schedule is approved by the Library Director.

**What we offer:** We offer competitive pay and the opportunity to serve in a dynamic educational environment.

**To apply:** Review of applications begins immediately and will continue until the position is filled. [Apply online via ADP](#) and submit a cover letter and CV with your completed employment application. Questions can be emailed to [Jenny Steele](#), employment coordinator.