



Human Resources

Job Title: Librarian	FLSA Classification: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
Reports to: Library Director	Location: Munday Library
Department: Library	Division:
Employment Category: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Paygrade:

PRIMARY PURPOSE OF POSITION

Provides direct customer service in-person and online, including primarily focusing on instruction, research support, and community engagement, this position will depend on creativity and commitment to service. The successful candidate will aspire to maintain these resources and the Munday Library as the joyful epicenter of the flourishing life of the campus community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Director. Available immediately

- Proactively engage with faculty, students, and staff throughout the St. Edward’s community to provide library services including research assistance, library instruction, and collection development
- Address service requests as needed via in-person visits, telephone, email, and CRM
- Create and maintain digital learning objects such as knowledge base articles and research guides
- Work with library colleagues to create materials and lead workshops and classes for the library instruction program
- Work with library colleagues to write and review policies, procedures, and best practices, especially with regard to research assistance, instruction, patron interaction, and other public services
- Work with library colleagues and campus partners to generate topical programming and promote relevant events
- Represent the library at campus events
- Assist as needed with resource sharing services including interlibrary loan, course reserves, and TexShare
- Serve on a rotating shift with other colleagues as building safety coordinator
- Serve on relevant library task forces and project teams

QUALIFICATIONS

- ALA-accredited Master’s degree in library or information science or foreign equivalent
- Minimum one year experience with public-facing services in academic libraries
 - Demonstrated knowledge of trends, issues, and best practices in librarianship

- Sincere enthusiasm for community building and engagement
- Demonstrated project management experience, including the ability to prioritize, set goals, and meet deadlines
- Experience providing academic library instruction and research assistance
- Experience with the use of a major LSP or ILS
- Excellent written and interpersonal communication skills
- Ability to work both independently and in highly collaborative or cooperative situations
- Must be available to work evenings
- Successful completion of an employment and/or criminal background check

Preferred

- Experience creating library instruction materials and administering related programming
- Experience with CRM or help desk systems such as Salesforce or Zendesk
- Experience with the Alma LSP and Primo discovery layer

WORKING CONDITIONS

SCHEDULE: This is an exempt position and your expected work schedule is Monday through Friday. As an exempt employee your schedule may vary based on the number of hours needed to meet the job responsibilities. The individual holding this position may need to be available early morning, evening, and weekends to meet the needs of the department.

PHYSICAL REQUIREMENTS

If the job is physically demanding, this should be stated in the job description. A physically demanding job is one where the incumbent is required to stand for extended periods of time, lift heavy objects on a regular basis, do repetitive tasks with few breaks, and so forth. (ADA Guidelines)

(Use these as a staple and arrange in accordance to the positions physical demands)

The expectations listed below are representative of the abilities that may be needed to fulfill the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical strength/endurance to enable him/her to perform/participate in the following activities:

- Physically able to lift various materials up to 25 pounds on an occasional basis.
- While performing required job tasks, physically able to bend, crouch and reach continuously.
- While performing required job tasks, physically able to remain seated, frequently to continuously.
- While performing required job tasks, physically able to remain standing up to 15% of the time.
- Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

SUPERVISORY RESPONSIBILITIES

SUPERVISION RECEIVED: General supervision is received by the Library Director.

SUPERVISION EXERCISED: Functional supervision is provided to student workers

EXPECTATIONS

The incumbent is expected to have or possess:

- Ability to work with library integrated systems (Alma/Primo).
- Ability to work with inter-library loan systems (Tipasa).
- Ability to learn new systems and processes.
- Ability to handle highly confidential material, understanding that all university information should only be disclosed to others who have a need to know, for legitimate business reasons. Have the ability to exercise and apply sound judgment and decision making skills as well as the ability to maintain integrity and confidentiality of data.
- Has advanced knowledge of Microsoft Office and Google Suite software programs. Ability to quickly learn new technology and is self-motivated to stay current with emerging technologies.
- Ability to edit work for spelling and grammar, present numerical data effectively and is able to read and interpret written information. Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adapt to change in the work environment, manage competing demands and able to deal with frequent change, delays or unexpected events.
- Ability to accept supervision, assignments, change and correction. Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
- Ability to balance priorities to accomplish assigned tasks within the required time frame and be able to shift quickly between several tasks without loss of continuity.
- Ensures contract management policies, procedures, and best practices are followed.
- Engage in meaningful and intentional professional development appropriate for areas of responsibility and actively engage in personal and campus well-being initiatives.
- Carry out all responsibilities and objectives in professional manner.
- Accept and render constructive criticism in a professional manner.
- The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds in accordance with the Holy Cross Mission.
- Adhere to the policies and procedures established by St. Edwards University.

This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.

I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.

Employee (Print Name): _____ Date: _____

Employee (Signature): _____ Date: _____

HR OFFICE USE ONLY:	
Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Printed Name of Approver:	<i>Printed name of the person with the authority to approve the job description.</i>
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>

