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| **Job Title:** Research Support Librarian | **FLSA Classification:*** Exempt X Nonexempt
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| **Reports to:** Library Director | **Location:** Library |
| **Department:** Library | **Division:** |
| **Employment Category:**X Full-Time ☐ Part-Time | **Paygrade:** |

**PRIMARY PURPOSE OF POSITION**

Providing customer service, instruction, community engagement, and robust research support for students and faculty, this position will depend on creativity and commitment to service. This position will serve as the primary librarian during evening hours. Must be self-directed, able to work with minimal supervision, comfortable supervising student workers, and able to communicate effectively with team members.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Serve as the primary librarian during evening hours (and possible weekends, as needed)
* Engage with faculty, students, and staff throughout the St. Edward's community to provide library services including research assistance, programming, and occasional library instruction
* Address service requests as needed via in-person visits, telephone, email, and CRM
* Supervise student workers
* Create and maintain digital learning objects, such as knowledge base articles and research guides
* Work with library colleagues and campus partners to generate topical programming, create materials for and lead workshops, and promote relevant events
* Work with library colleagues to write and review policies, procedures, and best practices, especially with regard to research assistance, patron interaction, and other public services
* Assist as needed with resource sharing services including interlibrary loan, course reserves, and TexShare
* Serve on relevant library and campus-wide projects and committees
* Communicate openly and regularly with supervisor and colleagues
* Perform other duties as assigned

**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
* Reliable availability for evening work hours
* Demonstrated knowledge of trends, issues, and best practices in librarianship
* Experience providing research assistance and academic library instruction
* Personal commitment to supporting and advocating for diversity, equity, and inclusion initiatives
* Demonstrated project management experience, including the ability to prioritize, set goals, and meet deadlines
* Knowledge of accessibility standards and best practices for producing and publishing online content
* Excellent written and interpersonal communication skills
* Successful completion of an employment and/or criminal background check

**Preferred**

* Experience with the use of a major LSP or ILS
* Experience creating library instruction materials and administering related programming
* Experience with Canvas, or equivalent LMS
* Experience with CRM or help desk systems, such as Salesforce or Zendesk
* Experience using and teaching standard technology supported by academic libraries, such as Adobe Creative Suite, citation management tools, analytic software, and others

**WORKING CONDITIONS**

**SCHEDULE:** This is an non-exempt position and your expected work schedule is Monday through Friday. The individual holding this position may need to be available early morning, evening, and weekends to meet the needs of the department.

**PHYSICAL REQUIREMENTS**

* 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 such as Alma/Primo.
* Ability to work with inter-library loan systems such as 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.
* Advanced knowledge of Microsoft Office and Google Suite. 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:

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