

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

PRIMARY PURPOSE OF POSITION

St. Edward's University's Munday Library is looking for a collaborative, dedicated, creative, and conscientious person to join our small team. We seek applicants with a passion for innovation and providing the best possible patron experiences.

Munday Library is the heart of the University's intellectual experience. We inspire our students to be lifelong learners and are committed to supporting their work and growth. In addition, we offer robust research assistance to our diverse faculty. We acquire, preserve, and facilitate the use of credible resources, teach the effective use of information, support the discovery, analysis, and creation of knowledge, develop innovative services, and apply new information technologies to achieve a single overarching purpose: to serve the needs of our users.

With primary focuses on programming, outreach, marketing, and community engagement, this position will depend on creativity and commitment to service. The successful candidate will aspire to develop innovative approaches to outreach and programming and cultivate and celebrate the centrality of the Library to campus research and scholarship. This full-time position reports to the Library Director. Available immediately.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, develop, manage, and evaluate a full schedule of diverse programming, in collaboration with library staff
- Serve as point of contact for campus outreach events
- Maintain a regular, robust, and engaging social media presence for the library
- Actively market library programming and services through both internal and external channels
- Address patron requests as needed via in-person visits, telephone, and email
- Engage with faculty, students, and staff to provide library services, which may include research assistance, library instruction, and collection development
- Create and maintain digital learning objects, such as knowledge base articles and research guides
- Participate in internal and external university committees
- Other duties as assigned

QUALIFICATIONS

Required:

- ALA-accredited Master's degree in library or information science or foreign equivalent
- Minimum one year experience with public-facing services in libraries
- Relevant experience in programming, event-planning, and marketing
- Demonstrated project management experience, including the ability to prioritize, set goals, and meet deadlines
- Experience with social media platforms and knowledge of social media trends
- Sincere enthusiasm for community building and engagement
- Outstanding interpersonal and customer service skills including a professional, positive, and approachable demeanor
- A genuine interest in collaboration with a passionate team of dedicated colleagues
- A genuine passion for working with students
- Ability to be a supervisor and mentor to student employees
- Excellent research skills and familiarity with a wide range of information resources
- Availability to work evening and weekend hours as needed to meet the demands of our primary user groups
- Personal commitment to supporting and advocating for diversity, equity, and inclusion initiatives
- 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 history background check required.

Preferred:

- 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
- Basic web editing skills
- Basic graphic design skills

PHYSICAL REQUIREMENTS

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.

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>