

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Research, Engagement, and Learning Librarian	FLSA status:	Exempt
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DEPARTMENT:	Library	REPORTS TO:	Director of Library Services
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Position Summary: Under indirect supervision, the Research, Engagement, and Learning Librarian provides library instruction and reference services for online, traditional, and non-traditional students. This position provides a full range of research assistance to students, faculty, and staff; participates in the library's instruction program; and collaborates with department colleagues to continuously develop and refine the instruction program.

Position responsibilities:

- Develop and implement library instruction plans, and work with colleagues to improve instructional quality and student success. Participate in all facets of the library's instruction program.
- Investigates and recommends new and emerging technologies.
- Evaluates the accessibility of online resources.
- Participate in assessing and curating library resources and collections, including routine reviews of print and electronic resource materials.
- Plans, develops, teaches, and assesses online library instruction in Canvas modules. Leads online library instruction program. Teaches library instruction sessions and orientations for traditional and online classes that incorporate active learning techniques, information literacy skills, and digital literacy skills.
- Manages content for online library instruction program.
- Develops and sustains strategic partnerships and effective working relationships with campus stakeholders to promote the use of open educational resources (OER) and affordable course content.
- Provides high-quality reference services to in-house library users and to online students. Assists students, faculty, staff, and other patrons with the use of the library catalog, print resources, electronic databases, and the Internet through individual instruction and/or research consultations. Assists students in the use of library equipment, computers, software, and other resources.
- Provides research services through individual consultations, chat, and regularly scheduled hours at the Information Desk (Reference), including evening and weekend rotations as needed.
- Serves on college committees as assigned.
- Support the philosophy and mission of the College.
- Evening and weekend hours might be required. A regular evening reference shift may be a part of the schedule for this position.
- Perform all other duties as assigned.

Minimum Position Requirements:

Master of Library Science degree from an American Library Association accredited program is required. At least two years of experience directly related to the duties and responsibilities specified preferred. Professional library experience in an academic setting, experience creating instructional aides, online tutorials, and videos. Comprehension of the ACRL Information Literacy Framework

Knowledge, Skills, and Abilities Required:

- Thorough knowledge of institutional curriculum, online research databases, and print resources.
- Strong computer/technology skills.
- Understanding principles and best practices in information literacy instruction, especially in an online learning environment.
- Experience assessing online library instruction, creating online instruction aids/videos and other instructional/informational materials, and the ability to collaborate and work congenially with faculty and staff.
- Experience researching and planning innovative uses of current and emerging technologies in a library environment, including mobile technologies.
- Knowledge of effective usability and accessibility in digital environments, specifically with WCAG 2.0 & Section 508 criteria for electronic accessibility.

- Knowledge of practices, issues, and trends in OER, open textbooks, open licensing, and fair use.
- Current knowledge of library technologies and LMS systems (OCLC WMS), discovery tools (WorldCat), EDS, emerging educational technologies, Microsoft Office Suite, and LibGuides 2.0.
- Experience in collection development and evaluating information resources.
- Excellent customer service and organizational skills.
- Excellent oral, written, and interpersonal communication skills.
- Excellent analytical, critical thinking, and problem-solving skills.
- Physical ability to do moderate lifting and to push full book carts.
- Ability to supervise and train employees, including organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Ability to work with a diverse team in a fast-paced environment.
- Ability to stay abreast of current and developing trends (video, voice, data, and computing technologies).
- Enthusiasm and the ability to thrive in an atmosphere of constant change.
- Strong commitment to helping students learn and succeed.
- Dependability, creativity, and a strong work ethic.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- Evening and weekend hours required.
- No or very limited physical effort is required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.
- Some travel required.