



BENNETT COLLEGE

Job Posting

Title: Systems Research Instructional Services Librarian

Date of Posting: 10/15/2019

Closing Date: Until Filled

Department: Library

Reports To: Director, Thomas F. Holgate Library

GENERAL SUMMARY:

The successful candidate will provide research and instructional services to library users, including planning, development, implementation with assessment of the library's synchronous and asynchronous research services with co-curricular information literacy workshops; faculty/staff in-service offerings. This candidate will also provide oversight of library systems related functions, including planning, development, implementation, management, and assessment of the library's web presence, related systems, databases and electronic resources, and instructional technologies. Assist in the planning, implementation and assessment of library programs, policies and procedures.

ESSENTIAL JOB FUNCTIONS:

Research and Instruction Duties:

- Support the planning, development, implementation, management, and assessment of the library's research and instruction services to support the library and college's strategic plan.
- Participate in the planning, development, implementation, and assessment of related library technologies and web resources pursuant to delivery of effective library services
- Collect and analyze data and statistics for reporting and budgeting of library services
- Support the planning, development, implementation, and assessment of the library's instructional services

- Develop and present the library's orientation, co-curricular, and faculty/staff in-service workshops
- Collaborate with faculty and other academic support services to develop new and innovative instructional services and supports pursuant to increasing the presence of information literacy instruction in campus life systems related duties
- Coordinate the planning, development, implementation, management, and assessment of related library systems such as the library ILS, OPAC, discovery layer, link resolver, proxy server, databases and electronic resources, online forms, wikis and blogs, and social media accounts
- Identify, evaluate, and implement emerging technologies that support student and faculty research; improve access to the library's programs, services, and collections; and extend the library's online and mobile presence
- Identify, evaluates implement, and maintain library hardware and software and all related items
- Collect and analyze data and statistics of website, database, electronic resource, and technology use for budgeting and reporting
- Provide assessment of user experience to ensure efficient and effective content discovery and delivery
- Miscellaneous duties:
 - Collection development
 - Perform other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of emerging trends in academic reference services, especially with regard to asynchronous/virtual reference and collection development.
- Knowledge of information literacy pedagogy and best practices, including familiarity with the ACRL's Information Literacy Competency Standards for Higher Education.
- Knowledge of emerging technologies and their application to both synchronous and asynchronous reference and instructional services. Knowledge of issues related to the management of electronic resources, including ever-changing electronic publishing environment, copyright and intellectual property rights, acquisitions and cataloging principles, usage data, and remote access issues.

- Knowledge of web design, development, and implementation, including HTML, XML, CSS, JavaScript, JQuery, and content management systems such as ContentDM.
- Strong service orientation with excellent organizational, communication, and presentation skills.
- Knowledge of academic library assessment best practices, especially with regard to reference and instructional services.
- Knowledge of academic library branding and marketing best practices and emerging trends.
- Strong service orientation with excellent organizational, communication, and presentation skills.
- Ability to balance multiple projects.

EDUCATION AND EXPERIENCE:

- MLS/MLIS degree from an American Library Association (ALA)-accredited program.
- Reference and/or teaching experience in a college, university, or community college library.
- Experience with research, design, and implementation of library technology initiatives such as online learning resources, Web 2.0 applications, wikis, blogs, and related technologies.
- Experience with Google Apps, including Sites, Docs/Drive, Forms, and Picasa.
- Experience with Techsmith Camtasia Studio, Techsmith Snagit, and Scirra Construct 2.
- Experience with student response systems such as eInstruction CPS.
- Experience with OCLC WMS.
- Strong interest in user interface and user experience design.

HOW TO APPLY:

Interested candidates should submit a complete applicant packet, which includes the following documents:

- online application for employment (found at www.bennett.edu)
 - click on "Quick Links" at the top of the home page
 - click on "Employment Opportunities"
 - click on "Click Here to Apply" and follow the instructions

The following are **required documents** to be attached to your application:

- cover letter

- resume
- unofficial transcripts from every college and university attended
 - official transcripts are required if an offer of employment is accepted

ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED

NO PHONE CALLS PLEASE!

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.