

Westmont College

Information Literacy Librarian **Library and Information Services**

Position Summary: This position is responsible for the vision, execution, and assessment of information literacy and leading all library related instructional initiatives including research services. Responsibilities include overseeing the library's information literacy program by creating goals, developing projects, and determining appropriate assessment measures. This position is also part of the liaison librarian team, which includes providing research assistance, information literacy instruction, outreach, and collection development for assigned academic and co-curricular departments.

Qualifications: Requirements include: a Master's degree in library science from an ALA accredited program; 3-5 years of experience providing information literacy instruction and research in an academic setting; personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations; awareness of current trends and developments in library instructional and research services; strong leadership, organizational, and project management skills with the ability to multi-task and meet deadlines; curiosity and capacity to learn and a drive to innovate; ability to work creatively, collaboratively, and effectively both as a team member and independently; ability to promote teamwork among colleagues; strong written and oral communication skills; availability to work evening and weekend hours as required.

Essential Duties:

Research and Instruction Responsibilities

- Oversee the development and teaching of the credit-bearing course IS-001, Research Across the Disciplines
- Develop and implement the vision and program learning outcomes for the library instruction program
- Establish assessment techniques to measure library program and institutional learning outcomes, especially in regard to information literacy
- Promote information literacy instruction and seek ways to expand and refine the library instruction program through collaboration with the faculty
- Set annual benchmarks for increasing information literacy priorities on campus, with a specific emphasis on incorporating information literacy into the academic curriculum
- Provide leadership in all aspects of information literacy and instruction including the Research Help Desk, instruction classes, and relevant LibGuides pages
- Promote information literacy to the faculty through assignment development, curriculum planning, collaborative teaching opportunities, and other appropriate venues
- Schedule the Research Help Desk, keep statistics, and train those working the Desk

Liaison Responsibilities

- Serves as a member of the liaison team to provide subject specific instruction, collection development, and research services to meet the needs of students, staff, and faculty in assigned academic and co-curricular departments

- Promotes Library resources and services to assigned academic and co-curricular departments
- Provides research service initiatives including e-mail, chat, and in-person research assistance to students, faculty, and staff in the Library and beyond
- Serves as collection development coordinator for assigned liaison areas
- Provides instruction and research consultations for students, staff, and faculty in liaison departments
- Develops print and online research guides for assigned academic and co-curricular departments
- Provides course-integrated information literacy instruction
- Serves on Library, College or professional organization committees
- Attends workshops, continuing education programs, library conferences and other professional training opportunities
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds. Westmont expects employees to avail themselves wherever necessary, demonstrating flexibility and openness to new requests and responsibilities in order to foster an environment of collaboration.
- Other duties as assigned

Reports to: Director, Roger J Voskuyl Library and Information Services