

Westmont College

Liaison Librarian

Roger Voskuyl Library

Position Summary: The Liaison Librarian is a 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. This position also focuses on outreach and services to our off-campus, transfer, and first year students.

Qualifications: Master's degree in library science from an ALA accredited program or equivalent; personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations; detail-oriented with an ability to manage multiple projects; experience providing reference services, information literacy instruction, and collection development in a library setting desirable, but not required. Also requires: strong written and oral communication skills; excellent interpersonal skills including the ability to work creatively, collaboratively, and effectively both as a team member and independently; ability to work well with diverse faculty, staff and students; available to work evening and weekend hours as required.

Essential Duties:

- Collaborates with other librarians and offices on campus to anticipate and serve the needs of first-year, transfer, and off-campus students.
- 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 development 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.