

WESTMONT COLLEGE

Outreach and Instruction Librarian **Library and Information Services**

Position Summary: The Outreach and Instruction Librarian is responsible for the vision, execution, and assessment of Outreach Services. 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 departments.

Qualifications: Requirements include: Master's degree in library science from an ALA accredited program; 1-2 years of experience in library work; awareness of current trends and developments in library outreach and reference services; experience implementing and using Web 2.0 technologies; enthusiasm for troubleshooting, hands-on assistance and excellent customer service; strong 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; available to work evening and weekend hours as required. Experience in an academic library setting; academic library assessment practices and library instruction preferred.

Essential Functions:

Outreach Services

- Designs, coordinates, and assesses user-centered outreach programming which promotes library services and resources that accommodate the preferred learning, study and work styles of today's students.
- Implements Web 2.0 technologies to promote library services and information literacy.
- Promotes the development of outreach services that integrate library faculty and staff into environments where users work and interact and enhance the library's place as a central academic destination on campus. Promotes the Library as a key partner within the academic program in fulfilling the institutional mission of teaching, research and service, and in supporting the College's Institutional Learning Outcomes.
- Leads the library marketing team which will promote initiatives, resources, and services to the campus community.
- Identifies opportunities, make contacts, and participates in library related partnerships with community groups in order to benefit from and promote collaboration with community groups in Santa Barbara and surrounding areas.
- Coordinates with off campus programs and students to ensure their access to library resources and services.
- Identifies opportunities, makes contacts, and participates in Library Learning Commons partnerships with Disability Services, Information Technology, Office of Life Planning, Writers' Corner and other departments

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 services initiatives including e-mail, chat, and in-person research assistance to students, faculty, and staff in the Library and beyond.
- Develops print and online research guides for assigned academic and co-curricular departments.
- Promotes the Library as a key partner within the academic program in fulfilling the institutional mission of teaching, research and service, and in supporting the College's Institutional Learning Outcomes
- Provides course-integrated information literacy instruction.
- Serves on Library, College and/or professional organization committees as requested.
- 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.