Job Description

Position: Outreach & Evening Librarian

Reports to: Library Director

Department: Hoover Library

FLSA Status: Exempt

SOC Code: 43-9199

EEOC Job Category: 01EE

Scope: A regular, full time, 10-month professional position responsible for coordinating liaison support for academic departments including collection development activities and making a positive impact through outreach and promotional activities. This position is required to work evening and weekend hours; schedule is typically 1pm-9pm Sunday through Thursday; some variation in schedule based on library hours that correspond with the academic calendar. Provides evening reference services and ensures oversight of library operations in the evening. The position reports to the Library Director.

Specific Responsibilities:

Coordinate the library’s outreach activities and liaison support for academic departments

• Coordinate a comprehensive, responsive and innovative outreach and promotion program for the library’s services and resources in both the physical and virtual library, including managing and assessing the effectiveness of the library’s social media presence, developing promotional publications and event and program planning.

• Develop, implement, and update a program of regular and frequent contact with the academic departments and programs as the liaison communications coordinator to support stronger librarian relationships with faculty and in-depth knowledge of the curriculum to inform decision-making.

• Work collaboratively with librarians, faculty and technical services staff to facilitate the selection and acquisition of library materials appropriate to the curriculum and the library’s collection development policy.

• Provide proactive research and instructional assistance in-person and virtually for the Graduate and distance education programs.

Provide reference services and oversight of library operations in the evening and on Sundays

• Assist the college community and general public in conducting research, finding information and using the library’s resources.

• Ensure library operations run smoothly in the evening, including assisting student employees by providing in-depth knowledge of library services and resources including problem solving urgent issues as needed.

Provide instruction on the use and interpretation of information resources

• Prepare and deliver class presentations and demonstrations

• Develop instructional material and prepares subject and resource guides in various formats

• Maintain current skills with library instruction techniques and technologies

• Develop embedded librarian model in both on-campus, online, and hybrid class spaces.

Participate in professional organizations and takes part in college academic activities

• Participate in relevant professional organizations

• Attend professional meetings, workshops and presentations to keep skills current

• Participate in college academic activities

Participate as a member of the leadership team working closely with the Library Director to advance the mission and goals of the Hoover Library.

Performs other duties as assigned.
Qualifications

Required:

- ALA accredited Master’s Degree in Library or Information Science by August 2018
- Demonstrated enthusiasm for information literacy instruction and providing interdisciplinary liaison activities, especially working with faculty and providing personalized research support for students
- Strong problem-solving and organizational skills with demonstrated ability to provide well-reasoned analysis using appropriate resources and developing reports to support conclusions
- A strong commitment to library service excellence demonstrated by responsiveness to diverse patron needs and desire to find solutions to issues that arise
- Demonstrated ability to work in a strongly collaborative environment and fit into the cross-functional nature and close-knit community at a small liberal arts college including experience on successful team projects and well-developed relationship building skills
- Excellent interpersonal, verbal and written communication skills
- Ability to calmly manage multiple tasks and commitments in an effective and timely manner, and successfully lead and complete a wide scope of projects
- Ability to thrive in a culture of experimentation where learning new ideas, delving into assessment and ongoing self-improvement are encouraged
- Commitment to the use of innovative technologies demonstrated through past projects utilizing best methods to achieve a goal
- Commitment to professional development and service

Preferred:

- Experience with information literacy instruction
- Demonstrated experience with Adobe Suite’s Photoshop, Illustrator, InDesign or similar, with willingness to learn Adobe Suite
- Demonstrated experience with social media as a promotional tool
- Experience with library outreach and/or liaison activities
- Experience providing reference services in an academic library

Physical Characteristics: This position requires sitting for long periods of time, as well as some bending and stooping when working with files. Must be capable of lifting boxes and/or pushing carts of 25 lbs on a regular basis; must minimize exposure to paper/book dust, molds, and vapors from library mending and cleaning products through the use of protective masks and gloves when necessary. Quite a bit of finger/hand dexterity is involved in regard to typing and/or filing. The overall setting of the job is in an area conducive to a normal office environment with minimal exposure to adverse conditions.

To Apply: Please send a cover letter addressing position qualifications and related experience, a CV, and the names and contact information of three professional references using the following link: https://employment.mcdaniel.edu/. Only applications submitted through this link will be accepted. Review of applications begins February 26 and will continue until position is filled.

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