# UNIVERSITY OF DALLAS

**Reference Librarian**

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## JOB DESCRIPTION

The University of Dallas Cowan-Blakely Memorial Library invites applications for the position of Reference Librarian. This is a Library Faculty, non-tenured position.

The Reference Librarian will be responsible for providing reference and informational services to students, faculty, staff, and community patrons. This individual will share reference services responsibilities and provide research assistance to students, staff, and faculty; conducts student bibliographic instruction based on faculty or course requirements in library and subject-specific resources and database use.

## PRIMARY RESPONSIBILITIES

- Assist with the creation, development, implementation, and evaluation of reference services using print and electronic information sources to university library patrons utilizing a variety of modes and methods.
- Develop online tutorials for databases and other electronic resources for individual or specific course needs.
- Develop subject and course guides as necessary for instruction purposes.
- Participate in staffing the reference desk during scheduled hours, including individual and group instruction.
- Develop and revise subject and course guides to assist with reference services.
- Work with other reference librarians, and assist with developing and implementing training and instruction in the effective use of electronic and print information resources.
- Assist with keeping accurate reference statistics.  Prepare any necessary statistical reports for library and university administration.
- Other duties as assigned to ensure the efficient and effective operation of the Cowan-Blakley Memorial Library.

## MINIMUM REQUIREMENTS

- Master's degree from an ALA-accredited Library Science program.
- Strong interpersonal and communication skills and the ability to work with a diverse group of faculty, staff, students, and library patrons.
- Excellent analytical, organizational, and time-management skills: ability to initiate, plan, and successfully carry out projects and meet goals and deadlines.
- Knowledge of reference interviewing techniques.
- Experience with library database maintenance, authority control processes, and importing electronic books.
- Proficiency in all Microsoft Office programs, including Word, Excel and PowerPoint.

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**PREFERRED QUALIFICATIONS**

- At least one (1) year of experience in library reference assistance, preferably in higher education.

**ADDITIONAL INFORMATION**
- May supervise library student workers.

**APPLICATION**

Applications for the position should be made online at https://hr.udallas.edu/apply/.

***Applicants should submit a cover letter detailing how they will support the University' Mission.***

**WHO WE ARE**

The University of Dallas is a Catholic university that seeks to educate the whole person, encouraging its students to pursue wisdom, truth and virtue as the proper and primary ends of education (http://www.udallas.edu/about/mission.php). All faculty members are expected to understand and support the mission.

**BENEFITS**

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition benefits for employees and their families; and matching retirement plan contributions.

**The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.**

**The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.**