

UNIVERSITY OF DALLAS

Job Number: 11319UD

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Reference and Instruction Librarian

JOB DESCRIPTION

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

The Reference and Instruction Librarian will provide individual and group instruction for library users. This position will share responsibility for the general studies course on library instruction. In addition, interact with teaching faculty to determine instruction needs of students and faculty and participate in library planning and assessment, and staffing of the reference desk on a scheduled basis.

PRIMARY RESPONSIBILITIES

Reference

- Assist with the creation, development, implementation, and evaluation of reference services using print and electronic information sources to university library patrons using a variety of modes and methods.
- Serve as library liaison for assigned academic departments. Duties include assisting with faculty research, collection development in departmental areas, and bibliographic instruction.
- Develop and revise subject and course guides to assist with reference services.
- Work with other reference and instruction librarians, assist with the development and implementation of training and instruction in the effective use of electronic and print information resources.
- Participate actively in developing and creating print and online publications, tutorials, and webpages.
- Assist with keeping accurate reference statistics. Prepare any necessary statistical reports for library and university administration.

Instruction

- Under the direction of the Associate Dean of University Libraries and Research, oversee the development, implementation, and assessment of the Cowan-Blakley Library's instruction program, including group instruction, formal classes, and individual instruction as necessary.
- In collaboration with other library faculty, participate in the planning and implementation of the Art of Library Research, a one-hour general studies course offered each semester.
- Meet with teaching faculty on a regular basis to identify instruction needs for specific courses.
- Develop online tutorials for databases and other electronic resources for individual or specific course needs.

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- Develop subject and course guides as necessary for instruction purposes.
- Participate in staffing the reference desk during scheduled hours, including individual and group instruction.
- In collaboration with the Reference and Student Engagement Librarian, share responsibility for library social media planning and implementation.
- Assist in the authorship of social media posts in order to promote library programming
- Serve as library liaison for assigned academic departments.
- Serve on selected library and University committees as necessary.
- Contribute to library assessment and strategic planning initiatives.
- Assist in the development of the students' critical thinking and information literacy and data literacy skills.

MINIMUM REQUIREMENTS

- Master's degree from an ALA accredited institution.
- One year of professional library experience, preferably in instruction, in an academic library setting.
- Knowledge of principles and practices of library instruction and reference services. Experience using current technology to deliver teaching, learning, and user services.
- Creativity, initiative, and interest in innovative approaches to reference/research assistance, library instruction, and liaison work.
- Familiarity with electronic bibliographic management systems such as RefWorks Citation Manager.

ADDITIONAL INFORMATION

- This position will require occasional irregular work hours, including evenings and/or weekends.

APPLICATION

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

Applicants should submit a cover letter that includes 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.

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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; free tuition 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.