Job Title: Instruction Services & Electronic Resources Librarian

Position Summary

The Instruction Services & Electronic Resources Librarian contributes to the welcoming environment in Jenks Library by implementing and executing a variety of instruction services designed to meet the diverse needs of the campus’ students, staff, and faculty. The Jenks Library is often the place where the intersection between Gordon College’s Christian liberal arts tradition of education and its commitment to cultivating the social and spiritual formation of our students intersect. Collaborating with library colleagues, the librarian contributes directly to the culture of academic excellence at Gordon by providing research assistance and information literacy instruction through various learning experiences. Additionally, the librarian further supports the community of learners with their advanced knowledge and curation of electronic resources. Through this combination of roles, the librarian is ideally positioned to support students’ learning of information literacy concepts and most current application of those concepts in electronic resource searching.

This position reports to the Director of Library Services in a twelve-month Library position with Faculty status.

Core Contributions

- Define, design, and create user-centered instruction that positions Jenks Library as a vital partner in the academic, social, and spiritual development of our students.
- Identify, develop, and integrate leading communication tools to enhance students experience and access to research assistance through various research services.
- Reviews, negotiates, and maintains the Jenks Library’s electronic resource collection in order to support the curriculum and mission of the College.
- Build partnerships and collaborate with on and off campus groups to bring services, opportunities, and solutions to Gordon College and our campus body.
DESCRIPTION OF DUTIES & RESPONSIBILITIES includes the following. Other duties may be assigned.

Instruction Services

1. Provides curriculum-integrated instruction that supports the curriculum and mission of the college and develops instructional content for classroom, online, and individual learning formats.
2. Provides information literacy instruction for the first-year experience through various learning experiences (e.g. LMS, LibGuides, classroom).
3. Provides subject specific instruction, collection development, and research services for students and faculty. Supports and advises faculty on integration of information literacy in their curriculum.
4. Assists in the preparation of statistical and narrative reports summarizing the library's instruction program, as required.

Electronic Resources

1. Develops and implements policies and systems for electronic resources of the College, adhering to the guidelines and policies of the Jenks Library and NOBLE.
2. Maintains close working relationships with content providers, vendors, consortia, and campus.
3. Supervises and participates in selecting and deselecting serials and electronic resources.
4. Reviews and negotiates contracts and license agreements for electronic resources.
5. Provides support to library and end users as appropriate to resolve electronic resource problems. Manages service tickets for electronic resource related issues and works to resolve problems.
7. Trains and supervises the work of the serials staff and student assistants.
8. Identifies emerging trends and technologies in electronic resource management that have the potential for new and improved library service.
9. Prepares and submits, as required, statistical reports summarizing the library’s serials holdings and electronic resource usage.

Additional Responsibilities

1. Provides research assistance via chat, email, virtual, and in-person.
2. Serves as library liaison for an academic division of the college.
3. Participates in a variety of professional development activities, including representing the College at professional library activities of approved associations and institutions, and serving on college committees as assigned.
REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

In order to fully perform the above functions, the candidate must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities:

1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.
2. Curates library electronic resources in a way that makes best use of Jenks Library financial and personnel resources.
3. Cooperation – Openly shares information, knowledge and expertise with co-workers and cooperates with other members to achieve the workgroup’s goals; puts the interest of the College/library ahead of accomplishing individual goals.
4. Service Orientation – Understands the perspective and requirements of the patron, both internal and external; does what it takes to serve the patron to meet or exceed their expectations and anticipates future needs of the patron.
5. Dependability – Consistently takes responsibility for completing work on time and follows through on commitments; acts with integrity and trustworthiness.
6. Adaptability - The ability and willingness to change work practices, priorities or procedures in response to changing conditions, multiple work demands, or after encountering difficulties.
7. Stress Tolerance - The ability to work productively and effectively in difficult situations or under stressful working conditions such as tight time frames, heavy workloads, or conflicting demands with composure and a professional demeanor.
8. Confidentiality- Understands and complies with College and NOBLE confidentially policies and state and federal regulations concerning the restrictions of information disclosure.
9. Possess a well-developed understanding of the principles and practices of modern library science, with emphasis on electronic resources and instruction.
10. Experience designing, creating, and performing instruction services.
11. Experience working with, and knowledge of, integrated library systems, the maintenance of library web pages, and their use.
12. Experience performing the management and acquisition of electronic resources in an academic or research library or an academic library consortium.
13. Possess an awareness of the principles of higher education as they apply to library science and resource requirements.
14. Ability to work constructively and effectively with library patrons and library faculty and staff.
15. Possess organizational and project management skills with the ability to self-pace, self-motivate, multi-task, and meet deadlines.
16. Possess a drive to innovate and work creatively and collaboratively to solve problems.
17. Possess excellent oral and written communication skills applicable to teaching and learning.
Academic and Professional Requirements:

1. Master’s Degree in Library/Information Science from an ALA-accredited program. An additional advanced degree is preferred.
2. The librarian is expected to be involved in professional organizations and maintain and increase professional knowledge through the reading of professional literature and attendance at conferences and professional seminars.

Position Code:

Grade: 6

FLSA Status: Exempt