MAJOR PURPOSE:
The main purpose of this position is to provide library outreach, instruction and research support to graduate students. This position is also part of the library leadership team and will be responsible for managing other core library functions that best fit an applicant's expertise (e.g., electronic resource management, ILS administration, collection development, or web services).

PERFORMANCE RESPONSIBILITIES:
1. Develop and deliver outreach, instruction, and research services to graduate students;
2. Teach workshops and course-related instruction sessions;
3. Act as a liaison to all graduate programs;
4. Provide general reference services via phone, e-mail, virtual chat, or in-person;
5. Partner in the assessment of the university's Information Literacy Student Learning Outcomes;
6. Provide collection development recommendations for print and electronic resources;
7. Promote the library's print and electronic resource;
8. Assist in maintenance of the library's website and research guides;
9. Provide general assistance to users in circulation services as needed;
10. Manage other core library function(s) as agreed upon by the library leadership team (e.g., electronic resource management, ILS administration, technical services, collection development, or web services);
11. Cultivates relationships with teaching faculty to help develop user-centered library services;
12. Engages in scholarly, creative and professional activity as appropriate;
13. Some evening and weekend work is required;
14. Other duties as assigned by the University Librarian.

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:
- MLS or equivalent from an American Library Association accredited institution;
- Preferred qualifications include a second graduate degree in a discipline related to WJU graduate programs (education, teaching, business, leadership, psychology, or counseling).

REQUIRED KNOWLEDGE:
- Previous library experience preferred;
- Substantial knowledge of the challenges facing academic libraries in the 21st Century;
- Awareness of current trends in academic reference services;
- Thorough knowledge on the issues of information literacy instruction.

SKILLS/ABILITIES:
- Effective organizational, leadership, and communication skills;
- Commitment to providing high-quality, user-centered library services in a continually changing academic environment;
- Ability to apply new technologies to library services;

PENDING AVAILABLE FUNDING

Revised 5/22/2014
• Ability to establish and maintain cooperative, productive, and effective working relationships within the University;
• Willingness to try new things and the ability to seek creative solutions;
• Ability to produce results independently as well as collaboratively.

DESIRABLE EXPERIENCE or KNOWLEDGE:
Though the core responsibilities of this position are related to graduate outreach, instruction and research support, deep expertise in one or more of the following skill clusters is preferred:
• Electronic resource management including EBSCO Linksource;
• Web strategy, user experience design, and web development;
• Experience with graphic design, publishing tools, and social media;
• ILS administration;
• Instructional design and/or educational technology.

WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservation the William Jessup University doctrinal statement of personal Christian faith.

WORKING CONDITIONS:
The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

______________________________________ _____________________________
Employee Signature     Date