

Pay Grid:	C2
Status / FLSA Status:	Part-Time / Non-exempt
Classification:	Academic Support
Department:	Library
Reports to:	Library Services Coordinator
Work Location:	Main Campus, Oglesby, IL
Hours of Work:	Monday through Friday; Not to exceed 29 hours of work per week; possibility of evening hours

POSITION SUMMARY: Under the direction of the Library Services Coordinator, the Outreach & Instruction Librarian will bolster library involvement in the IVCC campus community in support of student success and retention. The Outreach & Instruction Librarian will coordinate programming and promote services offered in the Academic Support Center. As a member of the librarian team, the Outreach & Instruction Librarian will coordinate the library instruction program and participate in library reference services at Jacobs Library.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. Reference & Instruction
 - a. Coordinates library instruction program and scheduling for in person and online information literacy instruction.
 - b. Collaborates with faculty to provide information literacy instruction in person and online.
 - c. Develops library-wide instructional learning outcomes, objectives, and goals for information and digital literacy.
 - d. Collect and maintain records of instruction data for reporting purposes.
 - e. Creates instructional materials such as tutorials and guides.
 - f. Create tutorials and other learning resources.
 - g. Participate in reference services.
 - h. Provide reference consultations both in person and online as needed.
- B. Outreach
 - a. Identify opportunities, coordinate, implement, and evaluate effectiveness of library outreach initiatives and programming.
 - b. Coordinate campus-wide library outreach programming and engagement (e.g. One Book, One College).
 - c. Coordinate external community outreach programming and engagement (e.g. Illinois Valley library connections)
 - d. Participates in campus-wide events (e.g. College preview events, ASC tours, etc.) that promote academic support services.
 - e. Collect and maintain records of outreach data for reporting purposes.
 - f. Design and distribute print and digital marketing materials.
 - g. Manage social media accounts.
 - h. Perform website updates as needed.
- C. Professional Development
 - a. Participates in professional development related to library profession and role.
 - b. Engages with consortial partners in work relevant to position and responsibilities as needed.

OTHER DUTIES AND RESPONSIBILITIES:

- ❖ Other duties as assigned.

SUPERVISORY RESPONSIBILITIES: This position may require supervision of student employees.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. ALA-accredited Master of Library Science (MLS) or equivalent required.
2. Library outreach, reference, or instruction experience required.
3. Event planning or library programming experience preferred.
4. Marketing and communications experience preferred.
5. Social media management experience preferred.
6. Familiarity with Framework for Information Literacy for Higher Education preferred.
7. Familiarity with best practices for community needs assessment and survey design preferred.
8. Experience working with and supporting diverse populations preferred.
9. Proficiency using Canva or other graphic design software preferred.
10. Experience using Springshare LibApps or other library software preferred.

PHYSICAL DEMANDS / WORK ENVIRONMENT: *The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Physical demands for this position include some light lifting and the ability to stand, sit, walk, reach, stoop, bend, push, pull, kneel, climb, use hands and fingers, and talk / hear for extended periods of time.

The work environment for this position includes a typical office environment with no extremes in temperature, noise, and limited physical risk.

The position is "at will", which means that either party may terminate the employment relationship with or without cause, for any reason or no reason at all, immediately upon notification given to the other party.