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| Job Title: Instructional Librarian | Date: 4/27/2022 |
| Reports To: Director, Smiley Library | FLSA Classification: / |

**GENERAL SUMMARY**:

Central Methodist University is a four-year, private, liberal arts university, located in Fayette, MO (30 minutes outside of Columbia). Smiley Library is hiring an Instructional Services Librarian, who will be responsible for developing strategies to integrate information literacy into the curriculum, by applying learning theories and instructional technologies effectively into the teaching and learning process. In conjunction with the Director, this position will also be responsible for aligning instruction with curricular needs, assessing the impact on student learning, and ensuring that the library print and electronic resources support these efforts.

Energetic, innovative, adaptable, and learner-centered professionals are encouraged to apply for this full-time, 12-month staff with faculty rank position.

**PRIMARY DUTIES AND RESPONSIBILITIES**:

The Instructional Services Librarian will be responsible for classroom instruction in information fluency, teaching bibliographic research techniques at the basic and advanced level, creating online tutorials and other aids for distance learners, and staying abreast of the professional literature and trends in this area.

The position will help establish and maintain a greater online presence to assist the increasing information needs of the growing distance student population. The position will also be responsible for assisting with events and programming within the library for students, faculty, and staff designed to engage these populations with the library’s mission. Duties will also include general reference work, campus committee assignments, and other tasks as assigned.

**MANAGERIAL/SUPERVISORY RESPONSIBILITIES**:

n/a

**EDUCATION AND EXPERIENCE QUALIFICATIONS**:

An MLS degree from an ALA accredited institution, as well as excellent written and oral communication skills and the ability to interact with students and faculty in a productive manner, is required. Experience with teaching, marketing, educational technology, and electronic resources is preferred.

**PHYSICAL REQUIREMENTS:**

Must have the ability to speak in a clear and loud voice. Must have the ability to operate a personal computer and keyboard, printers, telephone, facsimile, typewriter, and other office equipment.

**OTHER SKILLS AND ABILITIES:**

The ability to work effectively with books, software, and a variety of media formats is necessary. Knowledge and fluency in web 2.0 and social networking tools is preferred.

**OTHER INFORMATION AND ATTRIBUTES:**

This position may require some work in evenings, on weekends, and/or travel.

Candidates should submit an application, cover letter, resume/curriculum vitae, and contact information for three references, and unofficial transcript of graduate coursework. Applications and instructions are located on the university website at [www.centralmethodist.edu](http://www.centralmethodist.edu)

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