

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

Title: **Reference & Instructional Services Librarian**

Department: **Mabee Learning Center**

Richard Cheek  
Prepared by

01/04/08  
date

Richard Cheek  
Approved by

01/04/08  
date

**Supervision received:** Dean of Library Services

**Supervision given:** Student workers

### Expectations for all employees

Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic*
- *Efficiency is achieved through wise management of human and financial resources.*

### Purpose

The Reference & Instructional Services Librarian will promote, develop and deliver library instruction, reference services, online resource support, and maintain the library web page. The individual will provide leadership for the campus information literacy programs, collaborating with faculty and students to support research and instruction utilizing all available library resource formats--print, non-print and electronic.

### Essential functions

- Provide reference service (including some weekend and evening hours).
- Provide collection development support
- Provide library liaison services to departmental faculty in assigned disciplines.
- Scheduling, planning, and teaching library instruction sessions.
- Developing print and electronic instructional materials.
- Provide leadership for library outreach programs.
- Supervising interns and student assistants.
- Conducting faculty and staff workshops.
- Maintain library web pages

### Other duties

- Provide services and support as needed to support the mission of the library and the university.

### Knowledge, skills, and abilities

- Excellent interpersonal, organizational, written, and oral communication skills.
- Ability to work effectively and collaboratively with colleagues, students, faculty, and staff.

- Enthusiasm for learning and applying new technologies in the academic environment
- Ability to carry out searches on the World Wide Web and article databases.
- Web page design and construction training or experience.

**Education**

Required: Masters Degree in Library/Information Science from an ALA accredited library school/university.

**Experience**

Reference and instruction experience in an academic library and web page creation and maintenance experience are preferred.

**Equipment**

- Ability to effectively use Microsoft and/or Corel Office Suite software.
- Sufficient manual dexterity to use a computer keyboard and mouse.
- Vision sufficient to view a computer monitor.
- Ability to lift materials up to thirty or forty pounds.

<p><b>Complete this section after reviewing the description with the employee.</b>  <i>OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.</i></p>			
<p><b>The job description was reviewed during</b> <input type="checkbox"/> <b>New Employee Orientation</b> <input type="checkbox"/> <b>Performance Evaluation*.</b></p>			
Employee signature	Date	Supervisor signature	date
<p><i>*If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.</i></p>			

<p><i>HR Office only</i></p>
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