

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

**Title:** Reference & Instructional Librarian

---

**Department:** Mabee Learning Center

---

Richard Cheek

S. Norman

12/18/2009

Prepared by

Approved by

date

**Supervision received:** Dean of the MLC

---

**Supervision given:** Student Worker(s) and Interns

---

### 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 purpose of this position is to 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.
- 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.
- Conducting faculty and staff workshops.
- Maintain library web pages.

### Other duties:

- All other duties assigned by the supervisor.

## Reference & Instructional Librarian

### Qualifications

#### Knowledge, skills, and abilities:

Knowledge of principles and processes for providing customer and personal services. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology; Knowledge of media production, communication, and dissemination techniques and methods.

Communicate effectively with all audiences in oral and written communication means; Manage time and workspace efficiently; Relate to individuals effectively on an interpersonal level.

The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations); The ability to communicate information and ideas in writing so others will understand; The ability to speak so others can understand you; Ability to lift materials up to forty pounds

#### 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/Technology:

Standard office equipment; modern technology including: internet, e-mail and Microsoft Office applications.

#### Special Requirements:

- Ability to work evenings and weekends.
- Must be an active member of an Evangelical Church. Southern Baptist preferred.

HR Office Only						
Grade	_____	Class	Administrative	FLSA	Exempt	FTE 1
PN(s)	2LRA01					EEO 30