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Position Title: Reference Librarian

Discipline:

Employment Status: Exempt

Position Classification: Part-time

Category: Faculty/Staff Position

Deadline date for resumes: 06-19-2015

Payrange: \$15,000 - \$22,500

Department: Library

Office Location: Grand Rapids - Lettinga Campus

Offsite Location

Reports To: Director of Libraries

Position Summary:

Provide for the planning, evaluation, integration and delivery of reference services, bibliographic instruction, and collection development for the campus library. These responsibilities are performed in an ethical manner consistent with the University's mission, vision, and values which include diversity, equity and inclusion.

1. Provide quality reference services and bibliographic instruction to all students, faculty, staff and administrators, including web-based and online resources.

2. Provide reference services including the use of print and electronic resources.

3. Assist with cataloging.

4. Schedule and conduct bibliographic instruction for individuals or groups.

5. Prepare and conduct subject specific instruction per the request of faculty or administration.

Responsibilities:

6. Participate in collection development process: review professional sources and recommend resources for inclusion.
Weed collection as directed.

7. Conduct research for faculty and administrators, as requested.

8. Compile subject specific bibliographies as requested by faculty or administrators.

9. Oversee serials management and ILL (interlibrary loan) services, as needed.

10. Participate in professional development.

11. Assist in the training and supervision of library staff.

12. Provide support at the Circulation/Information Desk, as needed.
13. Serve on appropriate library, campus and university committees.
14. Serve as an advocate and spokesperson for the library and information commons. Represent the library in campus activities in order to maintain communication and support the mission of the university.
15. Provides GREAT customer service, anticipating and exceeding the needs of our customers.
16. Demonstrate and promote the University Cultural Values.
17. Perform other duties as assigned.

Responsibilities continued:

- MLS from an ALA accredited program.
- 1-2 years of professional library experience, background in an area of business, health professions, or technology preferred.
- Cataloging experience preferred.
- Experience working in an academic library.
- Demonstrated ability to use standard reference tools and library applications of information technology, including web-based and online resources.
- Strong customer service commitment.
- Demonstrated ability to set and accomplish goals, work under pressure, and meet deadlines.

Qualifications:

- Demonstrated ability to work accurately and effectively with computerized data systems. (PC and mainframe). Demonstrated ability to use Microsoft Office products.
- Demonstrated ability to work effectively with people of diverse backgrounds and promote a positive working environment, spirit of cooperation and positive reactions to change and conflict resolution.
- Demonstrated excellent interpersonal, communication and presentation skills, both written and oral which transcend diverse audiences.
- Demonstrated ability to communicate effectively and relate well to students, parents, faculty, staff, and others while maintaining appropriate confidentiality.
- Demonstrated motivational and problem solving capabilities with a high degree of integrity, ethics, and dedication to the mission of the University.
- Must be able to work an irregular schedule, evenings or weekends, additional hours during peak times or as required.

Type of Environment:

Office/Library environment

Special Instructions to Applicants:

This position will be week night evenings - Monday through Thursday.

Davenport University provides equal employment opportunities to all employees, applicants and students without unlawful discrimination based

EEO Statement	on age, color, disability, height, marital status, national origin, race, religion, sex/gender, sexual orientation, veteran status and weight in accordance with applicable laws. This policy applies to all terms and conditions of employment and educational services. In addition, the University will provide reasonable accommodation to qualified persons who have protected disabilities that are unrelated to their ability to do the job to the extent that the University receives a timely request of the need for accommodation in accordance with the University ADA policy.
Environmental Factors:	Prolonged sitting and standing Use of personal computer and telephone (eye and hand strain)
Necessary Travel:	
Occasional lifting:	10 - 25 lbs
Regular lifting requirements on a daily basis:	Less than 10 lbs

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