



Instructional Technology / Reference Librarian

John F. Reed Library

Fort Lewis College
Durango, Colorado

Position Summary

The Instructional Technology / Reference Librarian is a full-time, 12-month, exempt staff position reporting to the Library Director. Minimum qualifications: MLS/MLIS degree from an ALA accredited institution and requisite skills and experience to perform duties.

Minimum Qualifications

- ALA accredited master's degree in library or information science
- Demonstrated ability to work independently and accurately, managing workflow and projects and those of subordinates
- Demonstrated ability to work as part of a team, including active participation in a variety of teams
- Excellent oral, written, and interpersonal communications skills
- Demonstrated organizational, critical thinking, and problem solving skills

Preferred Qualifications

- Experience offering information literacy instruction at a college or university, specifically integrated instruction in composition courses
- Demonstrated knowledge and use of instruction technology, including development of digital learning objects for use in a course management system
- Experience creating instructional multimedia
- Experience delivering reference in an academic library in all formats (face to face, chat, email, consultations, and through other technologies)
- Experience offering liaison services to academic departments, including collection development and specialized instruction
- Experience assessing library services, resources, and facilities
- Experience working with incoming students and a commitment to diversity
- Ability to work a varied schedule

Major Responsibilities

Information Literacy Instruction

- Working with the Head Instruction Librarian, create digital and multimedia for COMP library instruction program based on national standards for information literacy and specific FLC curricula
- Teach instruction sessions within the COMP library instruction program
- Working with library liaisons, develop digital learning objects and multimedia for specialized instruction

Online Learning

- Create and collaborate to make online tutorials for the library instruction program as well as library services and resources using appropriate software
- Ensure library services meet standards for providing services to distance education students, including proposing and developing new services as appropriate and propose new services and/or changes to existing services aimed at better serving this student population
- Utilize campus course management software to develop ways in which to integrate library instruction and resources into course modules across the curriculum
- With Head Instruction Librarian, manage LibGuides
- Provide standardized template for LibGuides and train users on best practices
- Provide guidance for library staff and student work training programs

Reference Services

- Provide academic reference service in person, using chat and email, and through individual consultations
- Serve on Reference Team

Assessment

- In partnership with the Director and Library Assessment Team, create valid assessment tools to determine the effectiveness of library instruction and reference services and
- Serve on Library Assessment Team

Other Responsibilities

- Serve as library liaison to assigned departments, including providing specialized instruction as needed
- Participate in collection development for academic departments as assigned
- Participate in and/or lead Reed Librarians Council, Budget Team, other library governance teams, campus committees, and Marmot Library Network committees as assigned

Compensation

Salary \$50,000 per year plus a comprehensive benefits package.

Application Process

A complete application packet includes:

- Cover letter addressing interest and qualifications for position
- Resume
- Names and contact information for three current, professional references

Submit materials as one PDF file via email to:

Stacey Peters

slpeters1@fortlewis.edu

Please include subject line: Instructional Technology / Reference Librarian position

**Application materials received by September 7, 2018 will receive full consideration.
Position will remain open until filled.**

*The successful candidate will be required to submit original, official college transcripts,
and pass a background check.*

Equal Opportunity

Fort Lewis College does not discriminate on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, gender identity, gender expression, political beliefs, veteran status, pregnancy, or genetic information. Accordingly, equal opportunity for employment, admission, and education shall be extended to all persons. The College shall promote equal opportunity, equal treatment, and affirmative action efforts to increase the diversity of students, faculty, and staff.

The College and the Community

[Fort Lewis College](#), a selective public institution located in [Durango, Colorado](#), offers degree programs in arts, business, education, health fields, humanities, social and natural sciences, and teacher education. Our inspiring mountain campus is located atop a scenic mesa overlooking historic Durango and situated between the San Juan Mountains and the desert Southwest. We are committed to accessible and high-quality baccalaureate education, and our hallmarks are remarkably close relationships between students and faculty, the freedom of intellectual exploration, and the challenge of experiential learning. Our 3,400 students come from 48 states, 17 countries, with 36% Native American and Alaska Native backgrounds, and 11% Hispanic backgrounds. Durango is a thriving multicultural community of 18,500 set along the beautiful Animas River Valley. Averaging 300 sunny days per year, the community is known for its outdoor lifestyle and friendly, festive atmosphere. Durango is also the cultural and economic hub of the Four Corners region, rich in dining, shopping, and entertainment, and linked with airline service to hubs in Denver, Phoenix, and Dallas.