

Kansas Wesleyan University
Job/Position Description
EVENING/WEEKEND STUDENT SUCCESS LIBRARIAN

APPLICATION AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a KWU Employment Application Form, a cover letter, and resume/curriculum vitae. Please email your application materials to kelly.weber@kwu.edu (preferred method) or mail the same to The Office of Human Resources, Campus Box 33, Kansas Wesleyan University, 100 E. Claflin, Salina, KS 67401-6196. In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job description. If emailing, make sure you reference the position title on the subject line of your email.

The timeline for filling this job is:

- Applications will be taken until the job is filled.
- Interviews will begin as soon as qualified applicants are identified, and continue until a hiring decision is made.
- Position is to be filled as soon as possible.
- Position begins as soon as possible.

We will NOT check personal references or present and past employers without first notifying you of our intent to do so. KWU is an Equal Opportunity Employer, and we will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION'S TITLE: EVENING/WEEKEND STUDENT SUCCESS LIBRARIAN

OPERATING GROUP: Provost's Group

OPERATING GROUP'S MAJOR RESPONSIBILITIES: The Provost Group is responsible for the development and delivery of the entire academic program at KWU. This includes the determination and selection of all faculty; the design, delivery, and assessment of all academic curriculum; and the design, delivery, and assessment of all information services required to support these academic services. In addition, the Provost Group is responsible for continuous improvement of all academic areas, increased students success in all areas of the university, and to ensure university and programmatic accreditation.

POSITION'S DEPARTMENT: Library Services

DEPARTMENT'S MAJOR RESPONSIBILITIES: This library is responsible for identifying and providing needed academic information and support services to students, faculty, and other users, and to provide the information and services in an effective and efficient manner.

POSITION'S DIRECT SUPERVISOR: Director of Library Services

DATE POSITION LAST REVIEWED/ANALYZED: July 2019. Kelley Weber, Director of Library Services; Dr. Damon Kraft, Provost; Dr. Bill Backlin, Academic Dean.

POSITION'S EMPLOYMENT STATUS: Full-Time, Exempt (Administrative), Salaried, Staff, At-Will.

POSITION'S SALARY OR SALARY RANGE AND BENEFITS: Minimum entry level salary is competitive, with final salary dependent on experience and qualifications for successful performance. Full benefits available to full-time, staff employees.

POSITION INFORMATION

POSITION'S SUMMARY: The Evening/Weekend Student Success Librarian provides instruction, research support, and reference services for Kansas Wesleyan University students, faculty, and staff and the Salina community,

and pursues opportunities to expand library participation across the campus, as well as making the library a fun and exciting place to visit and use in pursuit of knowledge, information, and social interaction.

POSITION WORKS WITH: University user groups (students, faculty, etc.), library and Provost group staff, faculty and academic committees and staff, university wide non-academic staff, and other community and area stakeholders including outside users, the Salina Public Library, consortium users, and other interested parties.

POSITION'S STAFF AUTHORITY: Directly manages the student work-study staff of 6-8 employees.

POSITION'S BUDGET AUTHORITY: None.

POSITION'S PHYSICAL WORKING CONDITIONS: Office, library, classroom, and general campus environment.

Able to climb stairs and lift 20 pounds on a daily basis.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None.

POSITION'S EQUIPMENT/RESOURCES: University database system (Canvas learning management system (LMS), university phone system, etc.), Koha-ILS, OCLC, etc.

POSITION'S WORK SCHEDULE: Proposed office hours: 1:30 p.m. – 11 p.m., Monday-Thursday, and 5:00 p.m. – 11:00 p.m., Sunday, plus occasional additional hours needed to achieve the goals and staffing of the library. It is expected that this position will work approximately 2,080-2,300 hours per year.

POSITION'S TRAVEL REQUIREMENTS: Some travel is required, primarily for job related conferences and personal development, as well as for library supplies and other necessities.

POSITION RESPONSIBILITIES AND PERFORMANCE MEASURES

POSITION'S ESSENTIAL RESPONSIBILITIES (80%):

- **Instruction (40%):** Teach classes and workshops in support of the teaching curriculum including, but not limited to, research skills and information literacy instruction, as well as academic coaching topics such as time management, study skills, test skills, and learning styles.
- **Reference/Circulation (20%):** provides professional library reference and research services using the Integrated Library System, Dewey Decimal Classification system, the Internet, and other electronic resources. Processing library materials for circulation, fines, etc.
- **Library Staff Management (20%):** responsible for hiring, training, scheduling, supervising and evaluating work-study student workers in circulation and as needed for special projects.

POSITION'S OTHER DUTIES (20%):

- **Interlibrary Loan (5%):** assists in managing interlibrary loan requests in a timely manner.
- **Library Content Management (5%):** assist the Director in purchasing, weeding, and cataloging library materials (books, periodicals, reference materials, databases, electronic sources, multimedia items, archives, etc.) in order to provide a balanced and comprehensive collection of user needed materials, and to make those materials easily available.
- **Statistics and Recordkeeping: (5%):** record, maintain, and report library and assessment statistics.
- **Library Facilities and Equipment/Furnishings Management (5%):** make recommendations to the Director concerning the purchase, use, and improvement of the Memorial Library facilities for improved customer satisfaction and use. In charge of the building in the absence of the Director.
- **Other duties** as assigned by the Director.

POSITION QUALIFICATIONS

EDUCATION:

- **MINIMUM REQUIRED:** Master's in Library and Information Science (from an ALA accredited program) or a related field (from an accredited college or university).
- **PREFERRED:** None
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CERTIFICATIONS/LICENSES:

- **MINIMUM REQUIRED:** Valid driver's license
- **PREFERRED:** None

WORK EXPERIENCE:

- **PREFERRED:**
 - Minimum of two years of work experience directly related to the responsibilities listed above.
 - Electronic resource management experience including LibGuide and similar sources, and a record of successfully teaching informational literacy and/or research skills.
 - Experience working in an academic library.
 - Knowledge of teaching and learning practices.

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA'S:

- **MINIMUM REQUIRED:**
 - Knowledge of current library technology and how it can be used to enhance user satisfaction.
 - Demonstrated organizational and planning skills.
 - Strong service orientation.
 - Knowledge of computer, Office applications and library-related software.
 - Ability to communicate effectively both verbally and in written word with key constituencies, including faculty, staff and students.
 - Demonstrated ability to work collaboratively with colleagues.
 - Experience working effectively with diverse populations.
- **PREFERRED:**
 - Ability to utilize new technology for librarianship, teaching and scholarship.
 - Experience with current web and instructional technologies.