

**INDIAN RIVER STATE COLLEGE
POSITION DESCRIPTION**

POSITION TITLE: Reference Librarian/ Instructor - STEM - Science, Technology, Engineering, Math

LOCATION: St. Lucie West Library, St. Lucie West Campus – Port St. Lucie

SUPERVISOR: Patricia C. Profeta, Ph.D., Associate Dean of Learning Resources

VICE PRESIDENT: Anthony Iacono Ph.D., Vice President of Academic Affairs

CLASSIFICATION: Full-Time Faculty **FUNDING:** I

SUPERVISORY: No

FLSA STATUS: Exempt

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications and skill requirements for this position include:

- Master's degree in Library Science from an accredited institution;
- Undergraduate degree or subject masters in the sciences and/or engineering;
- Library experience in a post-secondary institution is preferred;
- Excellent communication skills – both oral and written;
- Ability to interact successfully and enthusiastically with internal and external colleagues/patrons;
- Ability to recognize and respond to students from culturally diverse backgrounds;
- Willingness to make students active partners in the teaching/learning process;
- Proven experience with traditional library resources, online library resources, the Internet, and Microsoft Office and Windows applications;
- Capacity to assist students in developing information literacy skills;
- Capability to function within a team environment;
- All instructors must meet the appropriate credentialing requirements for the Southern Association of Colleges and Schools (SACS).

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The essential job functions and responsibilities for this position include, but are not limited to:

- Engendering a spirit of collegiality and teamwork;
- Providing a full range of access, information and instruction services as a Reference Librarian;
- Participating and collaborating in a program of collection management;
- Collaborating with library and teaching faculty to design and implement online resources to support information literacy, especially in STEM disciplines;
- Performing a variety of responsibilities in support of the mission of the library and the College.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The specific duties and responsibilities for this position include, but are not limited to:

1. Answering reference queries and assisting with research requests;
2. Developing and managing library collections, particularly for the STEM disciplines;
3. Keeps informed of latest development in STEM research and associated library support material;
4. Maintaining a safe and effective library environment;
5. Performing select Reference team shared responsibilities (i.e., outreach, collection development);

SPECIFIC DUTIES AND RESPONSIBILITIES: (Cont):

- 6. Teaching credit and non-credit classes using a variety of delivery methods;
- 7. Developing curriculum and learning objects for library instruction classes, particularly for the STEM disciplines;
- 8. Cooperating with the library team to prepare an annual budget;
- 9. Completing yearly inventory reports, library strategic plans, and shared departmental curriculum;
- 10. Integrating both learning styles and technology;
- 11. Participating in departmental projects and programs;
- 12. Performing other duties and responsibilities as assigned;
- 13. Faculty members must serve on at least one College committee, participate in department, division, general faculty meetings, applicable college committee activities, and involve themselves in other forms of college service;
- 14. Service to the community is also required;
- 15. **This position requires occasional traveling to College campuses, and working at least one night per week and on weekends, as scheduled.**

ESSENTIAL PHYSICAL SKILLS:

This position requires an ability to sit and stand for extended periods of time, to present oral lectures/demonstrations, walk, bend, lift, reach up, stoop, and carry items occasionally in excess of twenty-five (25) pounds. It also requires manual dexterity to operate standard office machines, such as, copier, fax, calculator, telephone, and other equipment as necessary. IRSC expects its employees to follow proper safety standards while employed by the College.

Administrator's Signature

Vice President's Signature

Date

This description is intended to indicate typical kinds of tasks and levels of work difficulty that will be required of positions given this title and shall not be construed as declaring every specific duty and responsibility of the particular position. This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Please sign and date this document. This fully executed job description becomes evidence of sufficient job requirement disclosure and acceptance and is incorporated into permanent record. A copy of an executed job description must accompany any single position application notice and/or set of application materials.

Applicant/Employee Printed Name

Applicant/Employee Signature

Date