

**POSITION** **Reference and Instruction Librarian**  
**APPLY BY** **Open Until Position Filled**  
**HIRE DATE** **October 1, 2022**

**DIVISION** Student Services  
**REPORTS TO** Disability and Support Services Manager  
**CLASSIFICATION** Exempt – B31  
**POSTING DATE** August 25, 2022

---

## **SUMMARY**

The Reference and Instruction Librarian engages and collaborates with our diverse campus community to develop, promote, and deliver student-centered academic resource support that reflects a commitment to student success. The Reference and Instruction Librarian is also responsible for the management of the library and learning resources for students at Southwest Tech.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE**

### Library User Services:

- Maintain and promote the library's collection and services; including print and digital resources, discovery tools, online databases, and open educational resources, to ensure it represents the diversity of the college and supports and advances the goals of the college's programs, faculty, and students
- Manage the daily operations of the library services including but not limited to; assisting patrons in the use of library materials, processing and circulation of library resources and interlibrary loans, creating and maintaining customer accounts, inventory of library materials and equipment, monitoring and updating the library budget, and maintaining the library's automated system, equipment, and databases
- Participate in state-wide library committees and represent academic resources on varied work groups throughout the campus
- Oversee data and statistics for required IPEDS and Academic Library Trends and Statistics Survey
- Maintain relevant and current knowledge of library best practices through continual professional development

### Library Instruction for Students and Staff:

- Partner with faculty to plan, deliver and assess course-integrated instruction and academic resources in information literacy and research practices to meet diverse program and student needs
- Deliver literacy instruction and resources to groups of students including library orientation, tours for classes in use of the library, digital subject guides, and instruction in the use of research skills and library resources, both in the library and in the classroom
- Provide customized reference and research services to students both in person and online including assistance in finding, acquiring, analyzing and citing resources
- Provide initial and ongoing training to staff and faculty regarding academic resources and processes
- Participate in the implementation and optimization of academic resource development including Open Educational Resources (OER), Universal Design, and innovative learning technologies to better support student learning

### Collaboration with Knox Learning Center:

- Collaborate with Knox Learning Staff to create an environment in which service, communication, and outreach to students, faculty, and staff is of the highest importance, providing instruction, reference, and liaison services to support the academic success of students
- Assist Academic Success Coaches to provide education and support services to promote the retention and graduation rates students with the focus students at-risk
- Serve as a testing liaison for scheduling testing appointments and back up the testing center as needed
- Supervise Knox Learning Center student worker

Perform other duties as assigned

## TRAINING AND EXPERIENCE

- Master's degree in library science or a bachelor's degree in a related field and a willingness to pursue a master's degree in library science
- At least three years of successful experience in academic libraries or related field.

## KNOWLEDGE

- Proficiency in oral, written, and interpersonal skills to effectively communicate with students and other college staff
- Highly organized; able to manage multiple projects and meet critical deadlines, track details, work both independently and on a team
- Capacity to work enthusiastically, flexibly, and creatively in a user-centered environment
- Superior decision making, problem solving, and planning skills

## SKILLS

- Familiarity with citation guidelines
- Knowledge and skill with technology including Microsoft Suite and other computer software programs with willingness to learn new programs
- Ability to accurately enter information and maintain confidentiality of student records
- Advanced technical experience using automated library systems.

## PHYSICAL REQUIREMENTS

- Positions in this class typically require climbing, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

## APPLICATIONS

Internal and External applicants complete and submit the online employment application at [www.swtc.edu/jobs](http://www.swtc.edu/jobs)  
For questions regarding the application process please email Human Resources at [humanresources@swtc.edu](mailto:humanresources@swtc.edu) or 608.822.2314.

If you need an accommodation, call 608.822.2632 (tdd: 608.822.2072) or email [disabilityservices@swtc.edu](mailto:disabilityservices@swtc.edu)

## WAGE BAND

\$43,692 - \$56,801

## BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

- Health Insurance
- Dental Insurance
- Life Insurance
- Long-Term Disability
- Health Savings Account
- Health Club Access
- Wisconsin Retirement System Contribution
- On-campus day care (hourly rate charged)

## SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer will be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.