

University of Houston – Clear Lake

Position Description

Job Title: **Coordinator, Library Instructional Services**

Job Code: **2934**

Pay Grade: **050** FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	MLS from an ALA-accredited institution	
Experience	Four years experience in an academic or public library, including at least two years in reference & instruction services	Academic library experience providing reference & instruction services
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Functional Position Title: Coordinator of Library Instructional Services. Working with the Associate Director for Public Services, develops policies and provides guidance for the planning, delivery, and assessment of Neumann Library instructional services. Develops and implements procedures for the program. Participates in and assigns the teaching of library instruction sessions and other instructional activities to reference librarians. Makes decisions regarding equipment and software for the library classroom and instructional materials on the Neumann Library website. Serves as a member of the Public Services Team, and performs the duties of a reference librarian.

Duties and responsibilities

% Time

Plans, develops, and participates in the assessment of Neumann Library instructional services, recommending standards for the program and developing procedures. Receives faculty requests for instruction, assigns librarians to teach instruction sessions, and trains librarians in related procedures. Advises librarians on meeting the standards set for Neumann Library instructional services and advises the Associate Director for Public Services regarding librarian performance in this function. Collects and maintains instruction program statistics for purposes of reporting and planning. Maintains knowledge of current theory and practice of library instruction and information literacy by reading and attending conferences.	25
Teaches classes on use of the library and its resources. Prepares and updates written instructional materials, in paper and electronic format.	25
Provides in-depth information and research assistance at the Reference Desk on a daily basis, including one evening per week when classes are in session, on weekends as assigned, and by email. Answers reference and directional questions. Provides one-on-one instruction in the use of print and electronic resources, including the library catalog, databases, periodical indexes, reference sources, and Internet resources. Maintains knowledge of the library's collection and resources.	20
Maintains Neumann Library web pages offering web-based instruction, as well as informational pages for both faculty and students on the library's instruction program. Serves on the library web committee. Participates in the design, authoring, and continuing development of the library's website. Serves as library catalog liaison to the UH Innovative Interfaces ILS Management	15

Committee. Serves on library committees, task forces, and UHCL shared governance committees as assigned.	
Develops the library collection. Recommends materials for purchase, with primary responsibility for assigned subject areas. Takes responsibility for obtaining faculty input for assigned subject areas and informs faculty of library services. Participates in and makes recommendations in collection evaluation projects. Works as a team member of the Public Services unit in implementing library policy and in planning library services. Assists with special projects and assumes other duties as assigned.	15

This position description describes the general qualifications, duties and responsibilities of work being performed.