Librarian, Student Success
Job Description

JOB INFORMATION

Effective Date	1/18/2023
Job Code:	2507
Job Title:	Librarian, Student Success
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	P2 - Intermediate Professional
FLSA Name:	Exempt
EEO Code:	
Job Function:	
Job Family:	
Job Summary	Under the direction and supervision of the Assistant Director, Research and Instructional Services, the Student Success Librarian provides leadership, direction, and assessment of the Library's student success initiatives. This position collaborates with librarians, faculty, and other campus partners to develop, support, and assess library services and programs that foster student success, recruitment, and retention. The Student Success Librarian serves as liaison to several academic departments, participates actively in the provision and assessment of research services ensures a consistently high level of service quality to both local and remote users, and builds strong working relationships with internal and external university partners. As a team member of the Research and Instructional Services, the Student Success Librarian provides research and instructional services, participates in collection development, library planning, and policy implementation, acts as faculty liaison, as well as serves on library and university committees.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Master's Degree	MLS in Library Science from an ALA-accredited institution.	Required	
Master's Degree	Additional advanced degree in a subject discipline.	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	Demonstrated progressive experience in an Academic Library.	Required	
Less than 3 yrs	Experience in teaching information literacy course. Familiarity with assessment practices and methodologies in libraries.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of trends, methods, and best practices in student engagement and success.	Skilled
• Working knowledge of print and electronic information resources and of effective search strategies.	Skilled
• Excellent teaching/instructional skills in classroom and online settings and on an individual basis.	Skilled
• Ability to communicate clearly, orally and in writing, and to interpret and explain bibliographic data.	Skilled
• Ability to utilize social media and new technologies in a library setting.	Skilled
• Commitment to diversity and inclusion; demonstrated experience working with users of all ages and from diverse socioeconomic, cultural, and academic backgrounds.	Skilled

JOB RESPONSIBIILTIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
• Student Success Librarian develops, provides, and assesses library services that support teaching, research, and student success and retention. General responsibilities include providing library orientation; promoting first-year and transfer student success and retention through collaboration with campus academic and student services programs and offices. Collaborate and team with other library colleagues to plan and implement new services to meet the changing needs and expectations of library users.	30%
• Provides in-depth information and research assistance on a daily basis by email, instant messaging, and other communication technologies. Answers research and directional questions. Provides one-on-one instruction in use of print and electronic resources, including the library discovery system, databases, reference and Internet resources. Maintains knowledge of library's collection and resources.	20%
• Participates in all aspects of library instructional services, including online or face-to-face teaching and the creation of course-specific resources, guides, online tutorials, and web pages for use in both traditional and virtual environments. Collaborates with faculty in order to integrate information literacy into the curriculum and to prepare library-research- related sessions and resources that meet student learning needs. Participates in the development and assessment of library instructional activities and programs. Maintains awareness of emerging trends in information literacy, library instruction, and instructional technology.	20%
• Composes and revises collection development statements in assigned subject areas. Selects electronic and print resources in assigned subject areas that support the university's teaching and research mission. Participates in and makes recommendations in collection evaluation projects. Takes responsibility for existing collections in assigned subject areas by replacing materials and, when necessary, weeding materials that no longer meet collection standards.	10%
• Communicates with faculty (in assigned subject areas) to increase their awareness of library resources and services, and to better inform library collection development. Responsible for developing and maintaining online research guides for assigned subject areas.	10%
• Serves on library committees, task forces, and UHCL shared governance committees.	5%
• Other duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Librarian, Student Success   01/18/2023

Travel Requirements

Estimated Amount	Brief Description

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