

**JOB INFORMATION**

Effective Date	11/14/2022
Job Code:	2502
Job Title:	Reference & Instruction Librarian
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Library
Job Family:	Library
Job Summary	The Research and Instruction Librarian provides research consultation and instructional services to students, staff, faculty, and community users specializing in education resources. Responsible for liaison relations with faculty members and students in degree programs in education, with the object of developing a professional relationship and communication with faculty. This librarian develops relevant collections of print & electronic resources in assigned subject areas. Participates in planning, policy implementation, and special projects. Serves on library and university committees. Serves at the UHCL library at Pearland once a week. Must be able to work one night per week and occasional weekends. Must be able to drive to other campus locations to present library instruction.

**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	of Library Science (MLS) from an American Library Association (ALA) accredited institution.	Required	

## Work Experience

Experience	Experience Details	Required/ Preferred	
Some	Experience in library instruction or other teaching experience at the college level.	Required	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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## Knowledge, Skills and Abilities

KSAs	Proficiency
• Working knowledge of information resources and of effective search strategies.	Proficient
• Knowledge of PC software applications in a Windows environment.	Skilled
• Knowledge of an integrated library system.	Skilled
• Excellent organizational and interpersonal skills; ability to work effectively in a collegial environment and with the public, handling patrons' suggestions and complaints.	Proficient
• Excellent skills in use of presentation software and bibliographic citation software.	Proficient
• Strong oral and written communication skills.	Proficient
• Ability to utilize social media and new technologies in a library setting, and maintain awareness of emerging trends in information literacy.	Skilled
• Ability to deliver oral presentations and effectively communicate with participants.	Skilled
• Ability to interact effectively with a diverse student population.	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

## Essential Functions

Essential Function	% TIME
• Participates in all aspects of library instructional services, including 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 with particular attention devoted to resources for freshmen. Collaborates with faculty in order to integrate information literacy into the curriculum and to prepare active-learning-based instructional sessions and resources that meet student learning needs.	30%
• Provides in-depth information and research assistance at the Research Consultation Desk and by telephone, email, instant message, and other communication technologies on a daily basis, including on evening per week when classes are in session and on weekends as assigned. Provides one-on-one instruction in use of print and electronic resources, including the library catalog, databases, reference sources, and Internet resources. Maintains knowledge of library's collection and resources.	30%
• input from faculty. Selects electronic and print resources in assigned subject areas to support the university's teaching and research mission. Participates in and makes recommendations in collection evaluation projects. Responsible for existing collections in assigned subject areas by replacing materials and, when necessary, and removing materials.	10%
• Communicates with faculty (in assigned subject areas) to increase their awareness of library resources and services, to better inform library collection development, and to improve library instructional services to their students and the program area.	10%
• Responsible for developing and maintaining online research guides for assigned subject areas.	10%
• Works as a member of the Public Services professional team in implementing library policy and in planning library services. Participates in special projects to develop and improve library services. Serves on library committees, task forces, and UHCL shared governance committees.	5%
• Other related duties as assigned.	5%

## PRE-EMPLOYMENT

MVR:	Yes
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			

### Travel Requirements

Estimated Amount	Brief Description

