

JOB DESCRIPTION:	Librarian – Outreach & Instruction		
DIVISION/DEPARTMENT:	Academic Affairs		
REPORT TO:	WNMU Librarian		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA CLASSIFICATION:	402180	DATE APPROVED:	09-SEP-2023
POSITION NUMBER:	(# from Budget Office)	DATE MODIFIED:	15-MAR-2025

SUMMARY: Responsible for promoting library services and resources and providing library instruction to members of the WNMU community.

DUTIES:

1. Plans and executes innovative outreach activities and programs to WNMU students and employees in a variety of media formats and locations, with the goal of increasing the use of library services and resources by the WNMU community. The community includes face-to-face, dual credit, and online students and instructors.
2. Serves as liaison to academic, technical, and vocational departments to promote awareness of library services and resources.
3. Provide library instruction using the ACRL Framework for Information Literacy in a variety of formats to WNMU students and employees.
4. Collaborates with Student Services and other university departments with the goal of maintaining a library presence in campus events. Promotes library services and resources.
5. Provides in-person and online reference services, including regular shifts at the library's reference desk.
6. Assists with library advocacy by serving on committees, participating in special events, and completing professional development activities.
7. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
8. Performs other duties as assigned.

REQUIREMENTS:

1. **Education/Background:** Master's degree in library science or a related field required. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of the University's and library mission, goals, operating policies, procedures, and standards. Working knowledge of best practices in academic library instruction. Excellent interpersonal skills, including experience interacting with people of diverse demographics, life experiences and backgrounds. Excellent written and verbal communication skills. Self-motivated, innovative thinker, willing to learn new skills as needed and stay abreast of trends and current best practices in the library field. Excellent research skills, utilizing a wide array of library and non-library resources. Strong project management skills, including the ability to lead / coordinate multiple projects concurrently, prioritize work responsibilities and consistently meet deadlines. Knowledge of library circulation principles and practices. Knowledge of library science concepts and standards relating to cataloging, bibliographic record formats, metadata and structural standards, library services platforms, global library cooperative shared

technology services, subject headings, and classification schemes. Knowledge of basic customer service principles and practices. Skill in working in an environment subject to constant interruptions. Skill in following oral and written instructions. Skill in establishing and maintaining effective working relationships with university staff, faculty, students, community patrons, and other library personnel. Skill in operating a variety of library equipment. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.

3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)

*Delete all examples in red text prior to submission. Send all job descriptions to Bobbi Dodson for review and approval.