Carleton College Exempt Position Description

Job Title: Reference & Instruction Librarian for Languages and Cultures – Gr. 11
Reports to: Head of Reference and Instruction
Department: Library
Division: Dean of the College
Revision Date:
Liaison to American Studies, English, French, German, Linguistics, Russian

Position overview:

The Reference & Instruction Librarian for Languages and Cultures serves as liaison to selected humanities departments and helps carry out the mission of the Reference & Instruction department to support the teaching and learning goals of the college. We emphasize excellent service to students, faculty, and staff, assistance and support for student research, active participation in campus initiatives, and involvement in the campus intellectual life. As part of this team, the Reference and Instruction Librarian will provide instruction one-on-one at the Research/IT desk, in appointments, and during information literacy instruction sessions in a manner that supports the curriculum and mission of the college. The Reference and Instruction Librarian for Languages and Cultures reports to the Head of Reference and Instruction.

Carleton College Library is a member of Bridge, a collaborative consortium with the St. Olaf College Libraries. As a member of the Bridge Consortium, the Reference & Instruction Librarian works collaboratively with peers at the St. Olaf Libraries to provide strategic direction and services for the research needs at Carleton and St. Olaf.

Essential Job Functions/Responsibilities

- Maintain and continuously develop subject expertise in order to provide faculty, students, and staff with specialized professional support to liaison departments and programs.
- Assist in the development of students' critical thinking skills through information literacy instruction.
- Participate in general reference responsibilities in person, on the phone, through email, video chat, and text chat at the Research/IT help desk. Required evening and weekend desk hours.
- Provide individual and group student research consultations.
- Create and maintain course, subject, and general online research guides.
- Partner with faculty and academic staff to plan and deliver course-integrated instruction in information literacy and research practices.
- Work collaboratively with the Reference and Instruction Librarian for Humanities and Digital Scholarship, the Humanities Center, and the Academic Technology department to support faculty and students working on digital humanities projects such as text analysis, digital storytelling, Omeka collections, and others.

- Work collaboratively with Reference and Instruction department colleagues on
    - Campus curricular initiatives
    - Campus curricular and research support services
    - Analysis of student writing portfolios for our Information Literacy in Student Writing Project
    - Development of information literacy on campus
- Participate in campus and other college-related meetings, events, workshops and conferences.
- Opportunities to participate in national, regional, and/or local associations and professional groups and also contribute to the scholarship of the profession.
- Share new information and knowledge with academic colleagues.
- Serve on various library, Bridge, and campus committees as needed.
- Other duties as assigned.

Education/Experience/Skills (supported by job duties):

Required Qualifications:
- Master's degree from an ALA-accredited program
- Creativity, initiative, and interest in innovative approaches to reference/research assistance, library instruction, and liaison work
- Demonstrated understanding of issues and trends in reference and information literacy
- Demonstrated excellent communication skills, both oral and written, with the ability to foster positive working relationships and build partnerships
- Effective time, organizational, and project management skills with the ability to work independently and as a member of a collaborative team

Preferred Qualifications:
- Bachelor's degree or higher in a humanities subject area or related discipline
- Demonstrated ability to work proactively and effectively with faculty
- Familiarity with electronic bibliographic management systems such as EndNote or Zotero
- Demonstrated expertise in digital scholarship or digital humanities
- Up to 5 years' experience working in an academic library with undergraduate students