



WILLIAM CAREY
UNIVERSITY

Instructor of Library Services & Public Services Librarian

Requisition Number:

INSTR01346

Posted:

June 3, 2021

Schedule:

Full-time

Location:

Hattiesburg Campus
Hattiesburg, MS, USA

Job Summary

Under the supervision of the Dean of Libraries and Learning Resources, the Public Services Librarian manages library circulation activities; provides impromptu reference and instruction services to University students, faculty, and staff; directly supervises library student workers; and manages the social media presence of the library. Oversees library operations five EVENINGS per week at I.E. Rouse Library, providing general supervision and circulation and reference assistance to patrons as needed, including Sunday through Thursday evenings during regular trimester sessions.

William Carey University encourages applications from minorities, veterans, and those with disabilities.

Duties and Responsibilities

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Duties and responsibilities listed are essential job functions and exclude functions which are incidental to the performance of fundamental job duties.

- Primarily responsible for overseeing typical library public service and circulation activities at all I.E. Rouse Library points of service.
- Oversees library operations five evenings per week at I.E. Rouse Library, providing general supervision and circulation and reference assistance to patrons as needed.
- Primarily responsible for providing basic impromptu reference service for patrons at I.E. Rouse Library.
- Primarily responsible for verifying student withdrawal requests on behalf of the Library.

- Participates in assessment of library activities, including both the collection of statistics pertaining to circulation activity and patron interactions and the preparation of applicable reports.
- Responsible for maintaining and updating the library's social media presence.
- Coordinates the library's public relations activities.
- Primarily responsible for hiring, scheduling, training, supervising, and evaluating the Hattiesburg library's student worker staff.
- Participates in the library instruction program by teaching sessions on the use of library and information resources, as needed in support of the Systems & Reference Librarian.
- Serves as a library faculty member, participating in planning and evaluation of library services, and keeping informed about professional issues related to job responsibilities.
- Performs other duties and tasks as needed to ensure normal operation of the library.
- This employee is required to exercise discretion and independent judgment with respect to matters of significance.

Required Qualifications

- American Library Association accredited master's degree.
- Excellent oral and written communication skills.
- Ability to use common office productivity software, including Microsoft Office suite (Word, Excel, Teams, and Outlook).
- Ability to learn WCU's accounting and student database software.
- Ability to respect and adhere to confidentiality requirements related to student and library records.
- Ability to make mathematical computations quickly and accurately.

Preferred Qualifications

- Experience working in a library.
- Supervisory experience.

Physical Demands

- Must possess mobility to work in a standard office setting, and to use standard office equipment including a computer and 10-key calculator
- Must have vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone
- Must have the ability to sit or stand for extended periods of time
- Must have strength and agility to move files, paper boxes, minor office equipment, and to shelve books
- Must have ability to lift and carry 25 pounds