**Position Title:** Instructional Services Coordinator & Research/Instruction Librarian  
**Department:** Staley Library  
**Supervisor:** Library Director  
**Incumbent:** Matthew Olsen (since January 2013)

**Position Summary:**  
Coordinate and assess the library's active research instruction program as well as share reference service, classroom teaching, and collection development responsibilities with the other librarians. With the Library Director, the librarians collaborate in long-and short-range planning and overall management of all Staley Library services. Faculty rank (not tenure track).

**Position Responsibilities:**

- **Instructional Services Management:**
  - Assure the library's ongoing provision of instruction services appropriate to Millikin University's evolving vision, mission, and directions, as well as consistent with the library's own service objectives.
  - Coordinate the planning of the instruction program, working closely with Research/Instruction librarians and associated academic faculty.
  - Initiate and maintain channels of communication with academic faculty regarding the library instruction program.
  - Coordinate the provision of library services to continuing education and transfer students, working with appropriate staffs and offices internal and external to the library.
  - Design and implement assessment tools to evaluate student information literacy, instructional effectiveness, and/or gather feedback for further opportunities and improvement.
  - Compile and analyze data gathered from assessment in order to measure the impact of library instruction on student learning.

- **Instruction and Research:**
  - Teach course-integrated library instruction sessions to multiple sections of the first-year core curriculum courses each semester.
  - Collaborate with individual Millikin University faculty to provide advanced library research instruction for students in discipline-specific courses and for other upper division curricula.
  - Provide one on one library research assistance to library users as needed, during scheduled times throughout the day and week, including a weekly evening shift and some weekend rotations (approx. three times/semester).

- **Interlibrary Loan Management:**
  - Supervise the work of the Interlibrary Loan Specialist and provide assistance with the interlibrary loan borrowing and lending programs when needed.
  - Using knowledge of research assistance, library instruction, and overall library operations, and with input from the Interlibrary Loan Specialist, recommend interlibrary loan policy and procedure changes as necessary to improve library services and efficiencies.

- **Library collection development and academic department liaison:**
Work closely with several designated academic departments as the personalized contact and promoter for all library services for those departments (instruction, reference, and collection development, both physical and virtual, including for the Reference collection).

Share in developing and maintaining the reference collection, both physical and virtual.

Share in developing and maintaining the content, overall cohesiveness and timeliness of the Staley Library web site.

**Professional:**

- Maintain current awareness of emerging information and library technologies, keeping in mind their possible application to Staley Library services.
- Through continuous collaboration with the Library Director and other library faculty (the other librarians), plan for and monitor all library services.
- As a Millikin faculty member, participate in faculty governance including attending faculty meetings as well as service to select councils and committees.
- As a member of the library profession, keep up with librarianship literature, participate in regional and/or national library associations by attending conferences and workshops, and become involved in other professional activities as appropriate.
- Professional writing and presentations beyond own responsibilities are encouraged and noted, but not required.
- Actively support Library colleagues, Library service goals, and University mission.

**Requirements:**

- Masters Degree in Library Science (MLS or comparable) from an ALA-accredited program.
- Relevant work experience in an academic library, especially in the provision of reference and library instruction using both traditional and electronic approaches.
- Experience in creating library instruction curricula strongly preferred.
- Enthusiasm, flexibility, a sense of adventure, and willingness to learn and to pitch in are musts.
- Effective interpersonal, collegial, verbal (including presentation and teaching) and written skills important; service commitment essential; ability to work well both independently and as part of a team; comfort with details and change.