

**POSITION ANNOUNCEMENT**  
**Madonna University**

**Job Title:** Reference and Instruction Librarian  
**Department:** Library  
**Status:** Full-time  
**Reports To:** Director of Library Services

**SUMMARY**

This position is responsible for course-related and course-integrated library instruction, in-person, phone, email and virtual reference service platform; development of print and web-based research and instructional materials; consultation with faculty to support course development and assignments; and participation in collection development with responsibility for building and maintaining collections across the curriculum. Some evening and weekend work required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Plan, deliver and evaluate library instruction and reference services for students, faculty, groups, classes and individuals through various formats on Library resources.
2. Assist in the development of the students' critical thinking and information and data literacy skills.
3. Conduct ongoing assessments of student learning and contribute to departmental assessment projects.
4. Assist Library staff by working with vendors and the Madonna University Information Technology department to ensure electronic resources remain accessible and current. Assist in maintaining the Library's webpage and associated functions.
5. Serves as liaison to a designated academic unit(s) by attending unit meetings and serving as a communication point of contact.
6. Maintain the University Library archival and records content within professional, university, and Felician guidelines.
7. Manages the Library's collection and catalog ensuring listings are current, align with Library of Congress standards and meet the needs of Madonna's academic community for instruction and accreditation purposes.
8. Stay current and, as time allows, contribute to professional literature, professional organizations, and scholarly developments in the areas of reference, library instruction, and instructional technology.
9. Provide support for Inter-Library Loan and Periodicals as needed.
10. Demonstrate a strong understanding of diversity, equity, inclusion, accessibility and justice initiatives for academic libraries.
11. Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring, training, and mentoring; planning, assigning and directing work of employees and/or student workers; addressing complaints and resolving problems.

**QUALIFICATIONS:** The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION AND EXPERIENCE:** Master's degree in Library and Information Science (MLIS), Master's degree in Library Science (MLS), or other American Library Association (ALA) accredited program is required; at least one year of reference related, post-degree experience including information literacy instruction, reference and research support and demonstrated knowledge of print and electronic information sources. Demonstrated commitment to being student-centered and to diversity, equity, inclusion, accessibility and justice initiatives for academic libraries. Demonstrated experience with current library technologies in all formats. Strong knowledge of Microsoft Office required.

**TO APPLY:**

**Current employees:** Complete the internal application on **MY Portal >Employee Resources>Human Resources**

**External candidates:**

- 1) Complete the **application on our website Madonna.edu>Employment>APPLY NOW**
- 2) Email and attach a **letter of intent** and **resume/CV** to **hr@madonna.edu**

**MADONNA UNIVERSITY:** A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.