Howard University Position Listing

Job Title:	Librarian - Founders Library
Job ID:	30436
Location:	Howard University
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

Email to Friend   Save Job   Apply Now   Return to Previous Page

Howard University Mission

Howard University is a comprehensive, research-oriented, historically Black private university providing an educational experience of exceptional quality to students of high academic potential with particular emphasis upon the provision of educational opportunities to promising Black students. Further, the University is dedicated to attracting and sustaining a cadre of faculty who are, through their teaching and research, committed to the development of distinguished and compassionate graduates and to the quest for solutions to human and social problems in the United States and throughout the world.

Position Compensation

Salary commensurate with qualifications, education & University guidelines.

Position Information

BASIC FUNCTION:

The purpose of this position is to provide general and specialized information, instruction and research services to students, faculty and staff. The incumbent will select print and electronic materials, serve as a liaison to assigned departments, and plan programs and outreach events.

SUPERVISORY ACCOUNTABILITY:

Responsible for orienting and training others, assigning tasks, and reviewing their work. May be responsible for serving as team leader for other positions that perform essentially the same work, or related technical tasks, but report to a higher level on a formal basis.

NATURE AND SCOPE:

Internal contacts include administrators, faculty, students and staff. External contacts include vendors, consultants, visiting scholars, and the general public.

PRINCIPAL ACCOUNTABILITIES:

Provide proactive reference and current awareness services to meet information needs of students and faculty engaged in technical research. Anticipate the need for and identify resources to enhance the user's ability for self-directed research, independent information gathering and critical evaluation.

Serve as the library's bibliographer for engineering and computer science.

Serve as liaison to pertinent centers and programs to cultivate and sustain effective working relationships in support of disciplinary and interdisciplinary research and teaching needs. Develop or enhance services that respond to identified needs.

Participate in the design of online tutorials, subject guides, and other instructional materials or virtual services for assigned departments. Partner with faculty to integrate advanced research skills into the class assignments in order to enhance student learning and information literacy.

Incorporate emerging information technologies into library instruction. Illustrate the benefits of available print and electronic resources in teaching, research and service projects.

Develop and maintain the physical and virtual collections needed by assigned departments. Assess collection gaps and budget needs. Participate in the review of licenses for digital resources.

Design and coordinate services to promote use of the Patent and Trademark Collection and other specialized resources.

Maintain statistics and prepare reports in areas of responsibility.

Participate in professional and scholarly activities, including attending conferences, contributing to the literature, and serving the committees.

Perform other job-related duties as assigned.

CORE COMPETENCIES:

Knowledge of the principles, current issues and emerging trends in information literacy instruction.

Familiarity with information gathering patterns of engineers and technical researchers.

User-centered service philosophy and enthusiasm for the educational role of libraries.

Demonstrated familiarity with information technologies and electronic resources; a high degree of computer literacy.

Effective teaching skills.

Excellent interpersonal skills for working with a diverse clientele.

Ability to work successfully in a highly collaborative environment.

Excellent oral and written communication skills.

MINIMUM REQUIREMENTS:

ALA accredited MLS or comparable master's degree, and two (2) years of progressively responsible experience in an academic or research setting.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.
Equal Employment Opportunity

The University does not discriminate on the basis of race, color, national and ethnic origin, sex, marital status, religion, or disability.

Inquiries regarding provisions for persons with disabilities, equal employment opportunity and Title IX should be directed to the Office of the Assistant Vice President for Human Resource Management at (202) 806-5500.

Email to Friend   Save Job   Apply Now   Return to Previous Page