



**STUDENT SUCCESS AND OUTREACH LIBRARIAN
FULL-TIME
10-MONTH**

SALARY: \$50,000

Grant-funded position

JOB DESCRIPTION

Villa Maria College seeks a Student Success and Outreach Librarian to work full time for 10 months (August – May) of the academic year. Under the direction of the Director of Library Services, the Student Success and Outreach Librarian will develop and manage student success, outreach, and information literacy initiatives for the college community.

ESSENTIAL RESPONSIBILITIES:

- Develop and support the Library's student success initiatives, particularly within the context of addressing barriers that limit access to library services, collections, programs, and spaces;
- Liaise to student support services departments such as (but not limited to) Student Success Center, Accessibility Services, Career Services, Care Center, Achieve Program;
- Partner with relevant campus offices to create and support new initiatives that foster student success, persistence, and retention;
- Coordinate outreach programs and events that promote and encourage use of Library resources and spaces by the College community;
- Manage and expand the Library's information literacy program by:
 - Collaborating with faculty to continue integrating information literacy learning outcomes across all programs and curriculum levels;
 - Developing data literacy and media literacy programming and instruction;
 - Teaching single-session and credit-bearing information literacy courses in multiple modalities;
 - Creating instructional and reference materials;
- Assess and refine information literacy, student learning, and program learning outcomes as part of the college-wide assessment system;
- Assist as needed with reference services, collection development,

- circulation, technical processing, and other aspects of library operations;
- Serve on College committees;
- Participate in local professional organizations and events;
- Other duties as assigned to meet the mission and strategic planning objectives of the College.

ESSENTIAL QUALIFICATIONS:

- ALA accredited MLS degree or equivalent;
- Knowledge of library philosophy, best practices, and current trends;
- Familiarity with ACRL Information Literacy Framework & Standards;
- Experience in information literacy program development, instruction, and assessment in an academic library setting;
- Excellent customer service skills, tact, and the ability to work with a diverse population;
- Excellent oral, written, and communication skills;
- Knowledge of Windows/Microsoft environments.

PREFERRED QUALIFICATIONS:

- Experience developing and implementing Student Success initiatives
- Experience teaching at the college level;
- Knowledge of Macintosh/Apple environments;
- Knowledge of Adobe Creative Suite products.

APPOINTMENT: October 1, 2024

PLEASE COMPLETE THE ON-LINE APPLICATION PROCESS FOUND AT:

jobs.villa.edu

When you have completed the on-line application process your information will be forwarded to the Search Committee for their review. The Search Committee will carefully review each resume and select the strongest candidates. Once the selection process is completed, qualified candidates will be contacted for an interview.

WORK ENVIRONMENT:

General work environment requires employees to consistently use manual dexterity in reaching, writing, navigating around the office/workspace. This position requires fully functional vision and auditory abilities. This position may include hours standing and walking, including up and down stairs, moving items of up to 25-pounds. Occasional evening and weekend hours may be needed to perform work associated with this position. If the position requires use of vehicle for College purposes, a valid New York State driver's license check may be required for occasional off-campus assistance and support. The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an

exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions, employment, or any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.

Posting Deadline: Review will begin immediately and will continue until the position is filled.