



# CARROLL UNIVERSITY

## Job Description

**Position:** Teaching & Learning Librarian

**Classification:** Librarian - Administrative Staff - Full-Time

**Reports to:** Director of Library Services

**Description:** The Teaching & Learning Librarian oversees all aspects of the library's research assistance and General Education information literacy initiatives. This position also coordinates library's Curriculum Materials Collection, serves as the library's liaison to the Education department and other assigned subject areas, and oversees the library's 3D printing service.

### Responsibilities:

- **Research Assistance:** Manage and provide in-person and virtual research assistance, including developing and implementing policies and procedures, assessment, and best practices to create a user-centered research assistance program. Manage the reference collection and reference budget.
- **Information Literacy:** Manage information literacy services for the General Education program and participate in the teaching of information literacy sessions. Assess the information literacy program, collaborate with faculty and library staff, and develop curricular activities for information literacy sessions.
- **Information Commons and Library Classroom:** Maintain the physical space, set policies and procedures, and assess services. Co-supervise the Information Commons & Acquisitions Manager with the Public/Technical Services Librarian.
- **Curriculum Materials Collection:** Manage the library's Curriculum Materials Collection, with responsibility for collection development for education and children's literature. Supervise one student worker. Serve as the library's liaison to the Education department.
- **3D Printing:** Oversee the library's 3D printing service, including developing and implementing policies and procedures, and training staff.
- **Other subject liaison duties** (research assistance, information literacy, collection development, outreach) as assigned.
- Participate in the library's marketing, social media, and outreach efforts.
- Take part in professional development opportunities.
- Perform other duties as assigned.

**Qualifications:****Education and Experience:**

- Master's degree in library/information science from an institution accredited by the American Library Association.
- 2+ years of library experience preferred.
- Reference and instruction experience in an academic library preferred.
- Teaching experience and/or coursework in Education preferred.
- Supervisory experience preferred.

**Technology Skills:**

- Proficiency with MS Office Suite, Google Drive, computers and related computer skills.

**Human Relations Skills:**

- Excellent customer service skills.
- Communicate effectively in both oral and written form.
- Ability to work as part of a team and independently as required.

**Other Requirements:**

- Shift changes and/or weekend work may be required by your supervisor based on departmental and University needs.
- Candidates must be willing and able to support and advance the [University mission](#).

**Job #1718-130**

Please reference job #1718-130 and submit cover letter, resume and application to:

[hroffice@carrollu.edu](mailto:hroffice@carrollu.edu)

Human Resources  
Carroll University  
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Waukesha, WI 53186

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