



**McCain Library
Erskine College and Seminary**

Job Title and Description: REFERENCE LIBRARIAN

Reference Librarian

The Reference Librarian is a twelve-month, faculty-status position reporting to the Director of the Library. Major responsibilities include the oversight and assessment of the reference collection and reference services as well as library instruction. Additionally, there is shared responsibility for collection development and departmental liaison activity. Additional duties or responsibilities may be assigned by the Director of the Library.

Librarians with academic rank are eligible for rank advancement under the institution's approved guidelines. Criteria differ only in that the librarians must demonstrate effectiveness in performance of the job description rather than demonstrating "teaching effectiveness."

MORE DETAILS:

Detailed Job Duties:

- Provide research assistance to students—undergraduate (College) and graduate (Seminary), faculty, staff, and community users.
- Oversee policies and procedures for reference/research assistance programs.
- Oversee the acquisition, development, and maintenance of reference resources, including print and electronic.
- Work with library staff to implement policies and procedures.
- Share responsibility with other librarians for library instruction, collection development, and departmental liaison activity.
- Assist with resolving issues with patrons such as fine collection and complaints.
- Assist on a daily basis with front desk activity.
- Help supervise and train library student workers as needed.
- Be available to provide significant assistance during school start, midterms and finals.
- Compile reference assistance data, completing reports as needed.
- Potentially represent Erskine and McCain Library in PASCAL (statewide academic library consortia) activities.

- Participate in professional development activities to keep updated on developments and issues relevant to research assistance, access to materials, and librarianship in general.

Evenings/Weekends: Some evenings/weekends required

Salary Range: Commensurate with qualifications and experience

Required Education: Master's degree in library science from an ALA-accredited program

Experience:

Required:

- Embrace, support, and promote Erskine College's Christian mission and philosophy of Christian higher education.
- Proven ability to work both independently and collaboratively
- Excellent interpersonal and communication skills

Preferred:

- Library experience (academic preferred): 2 years
- Supervisory experience: 2 years
- Experience with an online library services platform (preferably ExLibris' Alma and Primo but not required)

Experience providing reference service and/or library instruction

Application Process:

To ensure full consideration, interested candidates should complete the on-line application, which can be found [here](#). The on-line application includes a link to upload a letter of application, a resume, and a list of references.