

# Reference and Instruction Librarian

## Job Announcement and Description:

Allen University, a Historically Black University located in Columbia, South Carolina, invites applications for the position of Reference and Instruction Librarian. Reporting to the Director of Library Services, this is a position with high visibility and requires front-line interaction and excellent customer assisting patrons with the use of the library and its resources.

## Qualifications:

- Possess a degree in MLS/MLIS/MIS or a related field from an ALA accredited program
- Experience with Ex Libris, Libguides, and video editing software
- Strong commitment to excellence in customer service and library instruction
- Experience with Windows and macOS operating systems
- Effective oral and written communication skills

## Key Job Elements:

- Provide library instructions in one-on-one, small group, and classroom settings to enhance library patron's research and reference needs.
- Engage with faculty and other librarians to enhance students' research skills by the creation and delivery of instruction activities and class sessions.
- Assists the library team with the library's Automated Management Services, including subsystems for cataloging, resources discovery, inventory control, and interlibrary loan.

Compensation commensurate with experience.

Applicants are requested to submit an application, resume, and cover letter.

## Information is to be emailed to:

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