



Wingate University Open Position Description

Position Title: Research and Instruction Librarian

Position Location: Wingate Main Campus

Position Summary:

The Research and Instruction Librarian is a 12-month full-time, exempt position reporting directly to the Library Director. Its primary work is to support and strengthen the Departmental Mission Statement:

Ethel K. Smith Library serves as a gateway for all students, faculty, and staff to access, explore, and evaluate a variety of traditional, multi-media, and electronic resources which support the University's curriculum and facilitate academic inquiry. Fostering a foundational sense of lifelong learning for all constituents is paramount to the librarians and the library staff.

The Research and Instruction Librarian models exemplary customer service standards, and promotes a strong workplace culture which prioritizes DEI initiatives and engagement

Primary Duties and Responsibilities

- Shares Research Desk duties with other librarians by providing assistance to students/faculty/patrons regarding online and traditional searches.
- Designs weekly Research Desk schedule.
- Coordinates research meetings and agendas with all librarians.
- Functions as Library Liaison for select academic departments.
- Supervises the student staff who are stationed at the Research Desk and Circulation Desk.
- Participates in Reference Collection development and evaluation.
- Fulfills requests for individual research appointments for students and faculty members.
- Works evenings or weekends as needed in the staff rotation.
- Teaches Bibliographic Instruction classes to various members of the University community at any/all campuses (whether face-to-face or online/virtual).
- Pursues the latest technology and teaching styles in order to create effective instruction classes.
- Develops LibGuides and lesson plans for all classes taught.
- Works with the Library Director to design and conduct programming opportunities and workshops as needed.

- Assists in weeding and local holdings maintenance.
- Assists Access Services Manager and InterLibrary Loan student assistants with research as needed.
- Provides circulation support on Sundays (while the University is in session).
- Serves on University committees as required.

Qualifications and Experience:

Minimum Required:

- Master's Degree in Library and Information Studies from an ALA-accredited institution
- Experience delivering Bibliographic Instruction (academic setting preferred).
- Demonstrated proficiency in LibGuides.
- Experience with Integrated Library Systems.
- Managerial abilities, analytical skills, flexibility, and creativity in problem solving.
- Demonstrated skill in written and oral communications.
- Ability to work with a diverse community of staff, faculty, students, and patrons.
- Works Sundays (3:00pm-11:00pm) and Mondays-Thursdays (9:00am-5:00pm) while the University is in session.

Preferred:

- A second Master's Degree.
- Working knowledge of Google Workspace and MS Office.
- Ability to lift 10-20 lbs., stoop, bend, and climb may be required of the position.

To apply, send the following to Human Resources at careers@wingate.edu

- (1) letter of interest (2) resume/CV, and (3) contact information of three references (4) a personal statement on diversity and inclusion

EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.