



## Wingate University Research and Instruction Librarian

Wingate is one of the fastest-growing independent universities in the state, serving more than 3,600 students on three campuses. We emphasize faith, knowledge, and a spirit of service in all our programs regardless of the field of study. At Wingate, we are committed to an inclusive and welcoming environment for working, learning, and living. As an equal employment opportunity employer, we respect each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce. Wingate's main campus is located on 400 acres of beautiful landscape and is only 25 minutes from the Charlotte metropolitan area. Learn more at [www.wingate.edu](http://www.wingate.edu).

**Position Title:** Research and Instruction Librarian, Library

**Position Location:** Wingate Main Campus

**Position Summary:** The Research and Instruction Librarian is a full-time, exempt position reporting to the Library Director. This role will work 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, multimedia, 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 library staff. The Research and Instruction Librarian models exemplary customer service standards and promotes a strong workplace culture which prioritizes DEI initiatives and engagement.

**Duties and Responsibilities:**

- Provide assistance to students/faculty/patrons regarding online and traditional searches.
- Collaborate with other librarians to ensure weekly coverage at the Research Desk.
- Coordinate research meetings and agendas with librarians.
- Create materials for Library marketing programs including campus newspaper, ads, blog entries, etc.
- Serve as Library Liaison for select academic departments.
- Supervise student staff stationed at the Research Desk and Circulation Desk.
- Participate in Reference Collection development and evaluation.
- Fulfill requests for students and faculty research appointments.
- Teach Bibliographic Instruction classes to members of the University community.
- Utilize the latest technology and teaching styles to create engaging and effective instruction classes.
- Develop LibGuides and lesson plans.
- With the Library Director, design and conduct programming workshops.
- Assist in weeding and local holdings maintenance.
- Assist Access Services Manager and InterLibrary Loan student assistants with research.
- Work evenings or weekends as needed in the staff rotation, including circulation support on Sundays while the University is in session.
- Serve on University committees as required.

**Qualifications and Experience:**

- 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.
- Passion for working with a diverse community of staff, faculty, students, and patrons.
- Willingness to work Sundays (3:00pm-11:00pm) and Mondays-Thursdays (9:00am-5:00pm) while the University is in session.
- Working knowledge of Google Workspace and MS Office preferred.
- Ability to lift 10-20 lbs., stoop, bend, and climb may be required of the position.
- Commitment to actively support and advance DEI initiatives.

To apply, please submit a letter of interest, resume, and contact information for 3 references to Human Resources at [careers@wingate.edu](mailto:careers@wingate.edu). In the letter of interest, please address the opportunities this role has to support Wingate University's dedication to diversity, equity 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 and its amendments. 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.*