



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA 16546
814-824-2000
800-825-1926
mercyhurst.edu

Research and Reference Librarian

Location: Erie

Department: Hammermill Library

Reports To: Director of University Libraries

Full/Part Time: Full time

Classification: Non-Exempt

Closes: Open Until Filled

POSITION SUMMARY

Provides specialized reference service to students, faculty, and others through in-person, telephone, and online chat. Provides individualized research consultation. Provides outreach and service to the distance learning community. Participates collaboratively with colleagues and faculty to develop, promote, and provide library instruction and information literacy. Participates in collection development for print and electronic materials.

DUTIES AND RESPONSIBILITIES

- Create, develop, provide, and evaluate reference services using print and electronic information sources to university and community library users in person, through remote access, and referral to other library collections.
- Implements, maintains, supports, and enhances a wide range of technologies and systems to provide innovative library services and ensure access to the library's extensive range of online information resources and digital collections.
- Maintains Data Base statistics for Library Assessment.
- Assist with creating and evaluating training and instruction to students, faculty, and staff in the effective use of electronic and print information resources using the library's electronic classroom technology.
- Implement and provide a set of innovative and responsive services for supporting reference and research requirements of all Mercyhurst students.
- Collaborate with Reference and Technology Librarian across a range of programs.
- Provide Inter-Library Loan support in the absence of the primary ILL staff member

EDUCATION AND EXPERIENCE

- Master's degree in library science from an institution accredited by the American Library Association is preferred.
- Knowledge of library research databases and the ability to navigate a multitude of databases and translate into instructional videos and tutorials for distance learners is required.
- Knowledge of current trends and emerging technologies in today's academic settings is required.

SKILLS AND ABILITIES

- Strong public service orientation
- Enthusiasm for reference instruction and collaborating with faculty.
- Effective verbal and written communication skills
- Strong public presentation abilities
- Ability to work independently and as part of a team.
- Ability and willingness to work with students from diverse cultural backgrounds and levels of academic preparation.
- Must be proficient in (Microsoft SharePoint), Library Guides, the library management system KOHA/Bywater, OCLC, ILLIAD, OERs, licensed subscription databases, social media accounts as well as other technological and media related content.

PHYSICAL REQUIREMENTS

- **Lifting** – Occasional
- **Driving** – Occasional
- **Pushing/Pulling** – Occasional
- **Data Entry** – Frequent
- **Climbing** – Rarely
- **Overnight Travel** - Rarely

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state, and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate based on race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

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Candidates must be currently eligible to work in the United States.