

**Portland State University Library**  
**Part Time Reference and Instruction Librarian**  
**Position Description**

August 2010

**General Description:** The Part Time Reference and Instruction Librarian provides reference and information services for the University's students and faculty as well as members of the general public; participates in a dynamic instructional program; consults and collaborates with scholars in specific academic units, including classroom and online instruction; and selects information resources to support the instructional and research needs of a diverse institution. Some evening and weekend reference duty and/or instruction is required. This 18 hour per week, 4-month position reports to the Assistant University Librarian for Public Services.

**Specific Responsibilities**

- Provide reference and information services for the University's students and faculty as well as members of the general public through work at the reference desk and through various information and communications technologies. Includes work during some evening and weekend hours.
- Participate in the Library's information literacy efforts and general instruction program
- Select books, serials, databases, and other information resources to support the instructional and research needs of students and scholars of the University in assigned disciplines.
- Consult and collaborate with assigned academic departments, assessing information needs and cultivating bridges for service and teaching.
- Keep colleagues informed of current issues and developments in the field related to the subject areas of responsibility.
- Occasionally direct the work of part-time student employees, volunteers, or interns.
- Support the mission, goals, and objectives of the University and the Library.
- Other duties as assigned.

**Required Qualifications**

- ALA-accredited MLS.
- Experience providing reference and information service.
- Effective communications and collaborative skills.
- Experience with library systems and Internet applications.
- Experience using digital and Web technologies in the delivery of library services.

**Preferred Qualifications**

- Professional post-MLS experience in an academic library setting.
- Flexibility and ability to work positively in a fast-paced, changing environment while collaborating with diverse colleagues, faculty, students, and the general public.
- Successful experience working with online learning applications.

- Experience integrating information literacy concepts into teaching.

**Send CV & cover letter to:** Robert Schroeder, [schroedr@pdx.edu](mailto:schroedr@pdx.edu), by 5 PM, Wednesday, 25 August 2010.