



Classification Description

Job Title: Instructional Librarian

Pay Grade: **Temp Schedule**

Job Code: NCSAL

FLSA Status: Exempt

Job Purpose

The Instructional Librarian provides high-quality information literacy and research instruction in collaboration with discipline faculty and Faculty Librarians. The position is responsible for preparing and delivering instructional sessions, supporting student research needs, and teaching content aligned with approved College curriculum. This role may support multiple courses and faculty members each semester. Approximately twenty (20) hours per semester per assigned course are expected for preparation, instruction, correspondence with students, and research facilitation.

As a member of the Embedded Librarian Team, the Instructional Librarian plays a key instructional role in the delivery of IDS 2891: Creative Capstone, a required culminating general education course for Associate in Arts degree-seeking students at FSW. The Instructional Librarian helps students develop the research, information literacy, and synthesis skills needed to complete an interdisciplinary research project and supports them as they reflect on prior learning, make interdisciplinary connections, and apply general education competencies.

General Responsibilities

Essential Functions

Provides course-integrated information literacy and research instruction aligned with College curriculum, including instructional sessions for individual classes, embedded librarian support for the Creative Capstone, and individualized student appointments.

Designs and delivers research instruction specific to IDS 2891: Creative Capstone, including source evaluation, database navigation, research question development, interdisciplinary inquiry, and academic integrity.

Teaches assigned class sessions in accordance with the course description, syllabus, College calendar, and approved curricular materials.

Develops and maintains instructional materials such as research guides, tutorials, learning objects, worksheets, and assignment-specific resources tailored to Creative Capstone projects.

INSTRUCTIONAL LIBRARIAN

Provides specialized research support to students completing interdisciplinary capstone projects, including topic refinement, source selection, and synthesis of information across disciplines.

Prepares thoroughly for each instructional session. Approximately twenty (20) hours per semester (per course assigned) are expected for preparation, instruction, correspondence with students, and research facilitation.

Meets scheduled classes promptly, teaches for the full allotted time, and provide academic assistance as needed.

Adheres to all College policies, including the College Catalog and emergency procedures.

Cooperates with supervisors regarding the purchase of supplies, equipment, library materials, and related resources.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Master's degree from an ALA-accredited institution in Library and Information Studies.

OR

Master's degree with a minimum of 18 graduate semester credit hours in Library and Information Studies or a closely related field.

Demonstrated in-depth knowledge of information literacy, academic research practices, and effective instructional techniques.

Strong oral and written communication skills.

Ability to maintain positive and productive working relationships with students, faculty, supervisors, and staff.

Ability to work effectively with diverse populations and learning styles.
High ethical standards and professional conduct.

Ability to provide high-quality customer service and foster a supportive, inclusive learning environment.

INSTRUCTIONAL LIBRARIAN

Strong organizational, critical thinking, and problem-solving skills.

Ability to follow written standards, procedures, and policy manuals associated with assigned duties.

Promote a purpose aligned with College goals and demonstrate a commitment to student learning.

Respond positively to supervision, feedback, and direction.

Present a professional image in conduct, communication, and attire.

Demonstrate professionalism when interacting with individuals of diverse backgrounds, perspectives, and working styles.

Collaborate effectively with colleagues to achieve shared objectives.

Apply critical thinking and analytical skills to evaluate situations and recommend improvements.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail-oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.

INSTRUCTIONAL LIBRARIAN

- Possess the knowledge of general written standards and procedures utilized, and can read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: December 18, 2025.