



Classification Description

Job Title: Reference Librarian

Pay Grade: **Temp Schedule**

Job Code: NCSAL

FLSA Status: Exempt

Job Purpose

The Reference Librarian provides high-quality information literacy and research instruction in collaboration with discipline faculty and Faculty Librarians. The position provides core reference services including in-depth consultation, mediated database searching, identifying appropriate knowledge-based resources, developing effective search strategies, and providing recommendations for citation management, downloading, and output. This is a part-time, temporary role requiring approximately twenty (20) hours of work per week when assigned. Assignments may include traveling to other FSW campus libraries.

General Responsibilities

Essential Functions

Provides core reference services including in-depth consultation, mediated database searching, identifying appropriate knowledge-based resources, developing effective search strategies, and providing recommendations for citation management, downloading, and output.

Conducts research instruction sessions and individual research sessions with students and faculty, collaborating with faculty to ensure appropriate support for student assignments, and creating and maintaining research guides (e.g., LibGuides).

Develops and maintains knowledge of the Library's databases. Searches interfaces and other resources to effectively match resources with information needs.

Stays current with best practices, trends, curricular structures, pedagogical methods, and innovative instructional delivery. Conducts new student and faculty orientation sessions, as needed.

Cultivates partnerships and collaborates with Library and College personnel on projects, including grants, papers, poster presentations, or other creative undertakings.

Completes required College certifications before teaching online or remote courses, including FSW's online teaching certification(s) as defined in College Operating Procedure 03-0801, and follows guidelines for online faculty outlined in Operating Procedure 03-0805.

REFERENCE LIBRARIAN

Contributes to the development and evaluation of online courses and instructional materials.

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

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

OR

A 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.

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

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

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.

REFERENCE LIBRARIAN

- 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.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to 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.