

Classification Description



Job Title: Adjunct Faculty/Librarian **Pay Grade:** Adjunct
Job Code: ADJFC **FLSA Status:** Exempt

Job Purpose

This adjunct Librarian position is responsible for providing research instruction to Florida SouthWestern State College students, staff and faculty at the assigned campus. Florida SouthWestern State College adjunct Librarians collaborate with College faculty to implement a multi-faceted, research-based curriculum based on learning outcomes and assessment.

General Responsibilities

Essential Functions

Provides one-on-one research instruction from the reference desk, by phone and/or email.

Provides research instruction for classes in the Library's Research Instruction Lab and in classrooms across assigned campus.

Performs other related professional 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 in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Masters of Library Sciences degree from a regionally accredited institution of higher education.

Knowledge of a wide range of electronic and print resources.

Demonstrated instructional skills and academic background.

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Strong technical and problem solving skills.

Demonstrated public service orientation.

Excellent oral and written communication skills.

Demonstrated ability to:

- Communicate effectively, both orally and in writing.
- Establish and maintain effective and professional working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Establish and implement effective office procedures.
- Maintain complex office records and files.
- Provide information to students, staff, faculty and the public within established policies.
- Effectively initiate and research projects and compose summaries and reports in a clear and concise manner.
- Understand and interpret complex oral and written instructions.

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 communicate and collaborate with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

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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 necessary.

Approved: April 18, 2014. Revised: July 1, 2014.