Instruction Specialist, Sr

Department: Rose Library, Robert W. Woodruff Library
Salary: Commensurate with qualifications and experience
Position Availability: Immediately

Library Position Summary

Reporting to the Instruction Archivist, the Instruction Specialist is responsible for planning and leading instruction sessions for Rose Library. Duties include consulting with faculty and instructors, conducting research in Rose Library’s collections, creating session goals and assignments, leading sessions independently and in collaboration with other staff and graduate students and contributing to the development, implementation, and documentation of policies and procedures for instruction services. The Instruction Specialist also contributes to the Rose Library Reference program, working 4-6 hours per week at a Rose Library service desk, overseeing Reading Room security and proper handling of materials, and answering reference questions in person to Emory faculty, students, visiting scholars, and the public.

Job Description

Essential Responsibilities & Duties

A. Instruction

1. Leads special collections instruction sessions focused primarily on Rose Library’s collecting areas, or assigns sessions to other staff as appropriate. This includes meeting with faculty members or graduate instructors during the planning process to determine session-type, scope, and learning goals/outcomes; curating materials lists; planning the session (pulling material and setting up classroom space) as appropriate; conducting the session; participating in assessment.
2. Conducts one-on-one consultations with students about their research using Rose Library collections.
3. Researches and studies Rose Library collections to better plan instruction sessions and recommend collections for faculty in the development of syllabi and assignments, and to students for the completion of their research.
4. Contributes to the ongoing evaluation, assessment, revision and expansion of the Rose Library instruction program as needed. This includes maintaining awareness and understanding of current trends and needs in archival pedagogy, sharing
proposals and ideas as appropriate, and contributing to the overall vision and direction of the instruction program.

5. Collaborates with the Instruction Archivist on developing work flows for physical and digital student-curated exhibitions.

B. Reference

1. Completes approximately 4-6 hours per week on the reference desk.
2. Oversees reading room security by monitoring use of materials in the reading room, as well as communicating to researchers the care and handling policies and procedures.
3. Guides researcher through the completion of researcher registration, manuscript and book requests, and any other paperwork governing the reading room.
4. Provides occasional oversight for service providers working in secure, non-public Rose Library spaces.
5. Responsible for conducting closing of reading room and locking Rose Library approximately one day per week.
6. Assists with answering in-person and remote reference questions based on subject expertise and knowledge of Rose Library’s collections.
7. Works with patrons on determining a research topic, locating relevant book and manuscript material, and answer other research related questions as needed.

Library Required Qualifications
These qualifications are required by the library in addition to the minimum required qualifications of the University listed above.

- Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, etc.
- Evidence of analytical, organizational, communication, project, and time management skills and demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and within budget and in accordance with task/project parameters.
- Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications. Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software.
- Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty and student population.
- Capacity to thrive in an ambiguous, future-oriented environment of a major research institution and to respond effectively to changing needs and priorities.
- Ability to work harmoniously and as a team player, thrive in a team-based environment, and skill in fostering teamwork among others.
• Outstanding organizational skills to prioritize multiple projects and perform efficiently and courteously in a fast-paced environment with conflicting priorities and frequent distractions and interruptions.
• Demonstrated sound judgment and ability to work independently, set priorities and maintain them, and follow through on assignments while coping with a fluctuating workload and competing demands.
• Ability to follow directions from supervisors and to provide clear directions to others.
• Strong interpersonal skills to communicate effectively with faculty, students, researchers, and external customers verbally in-person and by phone and in writing via memos, e-mail, correspondence.
• Excellent written communication skills, specifically writing skills to compose a variety of documents (correspondence) that are grammatically correct and editing skills to review and correct documents and reports for grammar, spelling, and content.
• Excellent oral communication skills, specifically to interact effectively with individuals from diverse backgrounds and to effectively present information in group settings.
• Demonstrated experience and comfort with accessing and using primary sources.
• Demonstrated experience teaching in a classroom setting and developing educational curriculum.
• Knowledge of one or more of Rose Libraries major collecting areas including African American history and culture, modern politics and Southern history, modern literature and poetry, or Irish literature and culture.

**University Job Description**
Provides complex library user services and research assistance to the university and external communities. Provides access to information, resources, and materials by using a specialized knowledge of electronic databases, microcomputer applications, complex reference tools, and/or foreign languages; these may include the Internet, CD-ROMs, and on-line databases. May create bibliographic access to research materials (government documents, manuscripts, and other resources) using a specialized knowledge of national standards, electronic reference sources, and complex reference tools. May provide physical access to materials employing specialized techniques relating to conservation, binding, reproduction, and/or reformatting. May verify bibliographic information on-line and prepare requests for borrowing and lending of library materials through interlibrary loan or other means. May hire, train and supervise student staff. Performs related responsibilities as required.

**University Minimum Required Qualifications**
Bachelor's degree in a related field and two years of related work experience OR equivalent combination of experience, education, and training. Positions in this classification may require computer skills, proficiency in a foreign language, or other special skills.
Application Procedures

Interested candidates should review the applications requirements and apply online at

https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=25066&siteid=5043#jobDetails=643725_5043

Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women and minorities.

Emory University is an Equal Opportunity/Affirmative Action/Disability/Veteran Employer.