

**Job Title:** Instruction and Academic Support Librarian  
**Reports To:** Director of The Learning Commons  
**Position Type:** Full-Time, 12-Month  
**FLSA Status:** Salaried, Non-Exempt  
**Remote Work:** Unavailable

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**OVERVIEW:** The Instruction and Academic Support Librarian provides essential leadership and support within The Learning Commons, integrating library services, tutoring, and academic support to promote student success. This position is responsible for overseeing reference services, information literacy instruction, tutoring operations, exam proctoring, and front-facing support for academic technologies. The librarian collaborates closely with faculty, tutors, and student support personnel to create a student-centered learning environment that fosters critical thinking, research skills, and academic achievement. This role fulfills all SACSCOC qualifications for librarian faculty, requiring a Master's degree in Library Science from an ALA-accredited institution.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide reference and research assistance to students, faculty, and staff both in-person and online.
- Design and deliver instruction on information literacy, citation, and academic research in classroom settings or via online modules.
- Select, evaluate, and maintain access to research databases and digital resources in collaboration with faculty.
- Maintain and promote online research guides, tutorials, and academic support resources.
- Hire, train, supervise, and evaluate a team of student tutors to ensure high-quality academic support services.
- Develop and implement training and professional development opportunities for student tutors.
- Manage scheduling, data tracking, and reporting systems for tutoring services and student usage.
- Provide support for students and faculty using the learning management system and instructional technologies.
- Coordinate and administer proctoring services for student exams and accommodations.
- Assist with promotion and outreach efforts for The Learning Commons and its services.
- Host study halls for students in at-risk categories or enrolled in high-failure-rate courses.
- Maintain a safe, welcoming, and academically focused environment within The Learning Commons.
- Collaborate with IT and campus partners to ensure functionality of technology resources (computers, printers, Wi-Fi, etc.).
- Track and maintain statistics for library usage, tutoring outcomes, and service delivery.
- Monitor library security, enforce appropriate behavior policies, and ensure study spaces are conducive to learning.
- Welcome campus tours and provide a professional presence to visitors.
- Perform other duties as assigned.

#### **COMPETENCIES:**

- Excellent verbal communication skills.
- Ability to read and comprehend basic instructions while carrying out those functions received in written, oral and schedule form.
- Ability to pay attention to detail.
- Ability to utilize good interpersonal communication techniques.
- Ability to remain professional at all times during stressful situations.
- Ability to work as part of a group or independently.

- Ability to multi-task, prioritize and organize work to meet deadlines.
- Ability to follow confidential procedures.
- Ability to use various office equipment.

#### **COMPUTER SKILLS:**

- Proficient ability to use Microsoft Office software to include Excel, Access, Word, and Outlook.
- Proficient ability to use University databases and software, including but not limited to Brightspace and Blackboard.
- Ability to use multiple internet browsers.

#### **PHYSICAL DEMANDS:**

- While performing the duties of this job, the employee is regularly required to stoop, bend, climb, and stand for long periods of time.
- While performing the duties of this job, the employee is regularly required to reach by extending hand(s).
- The employee must be able to frequently lift and/or move up to 30 pounds and up to 50 pounds occasionally.

#### **WORK ENVIRONMENT:**

- This position works in a climate-controlled environment with a quiet to moderate noise level.

#### **SUPERVISORY RESPONSIBILITIES:**

- Train, manage, motivate, and directs assigned student worker(s)

#### **EDUCATION, EXPERIENCE, and TRAINING:**

- Master's degree in Library Science and 1 year of relevant experience.

TO APPLY Email your resume to Lacy Edwards, Executive Director of Student Services, at: [lambethl@webber.edu](mailto:lambethl@webber.edu)

**Note:** Nothing in this job specification restricts management's right to assign or reassign duties and responsibilities to this job at any time. Critical features of this job are described under various headings above. They may be subject to change at any time due to reasonable accommodation or other reasons, with or without notice. The above statements are strictly intended to describe the general nature and level of the work being performed. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of employees in this position.

Please submit your resume and cover letter to [LambethL@webber.edu](mailto:LambethL@webber.edu).