

Job Opportunity

Prescott College is located in Prescott in the mountains of central Arizona. Prescott is surrounded by national forest and high plains at an elevation of 5,200 feet. With four mild seasons and unsurpassed natural beauty, Prescott offers a diversity of outdoor activities, including rock climbing, hiking, mountain biking, and nearby canoeing, rafting, kayaking, and snow skiing. The old mining town of Jerome, the red rocks of Sedona, shopping in Phoenix, and the Grand Canyon are all within a day's trip. In addition to the main campus in Prescott, the College has additional location in Tucson, AZ and a field station in Kino Bay, Mexico.

Reference/Instruction Librarian

Summary

Prescott College seeks an enthusiastic and creative Librarian to deliver reference, research, and instruction services to students and faculty in-person and from a distance. This is a full-time, 12 month, faculty position that provides support to all academic programs. The successful candidate will have a passion for library services and the desire to provide quality services to the various instructional environments provided by Prescott College. This position reports to the Director of Library Services.

Responsibilities

- Provides general reference and instruction for undergrad and graduate students covering areas such as education, counseling psychology, environmental studies, humanities, and adventure education
- Teaches a for-credit research methods course once a year, either in person or online
- Stays current on relevant trends in instructional and reference services
- Explores new ways to reach out and promote reference services to all library patrons and potential patrons
- Assists in developing, teaching, and evaluating information literacy and library instruction sessions
- Will work some evenings and weekends a few times per year for colloquiums
- Contributes to web content
- Assists at circulation desk as needed
- Serves on various college and library consortia committees, and participates in faculty governance
- Occasionally travels to bioregional hubs (currently only Tucson) for on-site instruction
- Helps with selection and de-selection of print and online library resources
- Explores and develops opportunities to integrate library resources and services into courses
- Collaborates with librarians and staff on developing instructional materials, orientations, workshops, and classes

Required Qualifications

- Master's from an ALA-accredited library school
- Minimum of one year of library experience in an academic setting
- Experience in developing online resources and research tools

- Familiarity with standard research databases
- Excellent communication skills
- Supports the philosophy and mission of the College
- Very strong computer and technological skills
- Ability to work both independently and collaboratively
- Strong dedication to customer service

Preferred Qualifications:

- At least 2 years reference and instruction experience in an academic library
- Teaching experience
- Writing Center and/or editing experience. Familiarity with APA Citation style
- Experience working with graduate students
- Experience with usability issues (technology, web design, etc...)
- Experience working with non-traditional students both in-person and at a distance
- Experience with course management software (Moodle preferred)
- Excellent organizational, analytical, and decision making skills

Please visit our site at www.prescott.edu/jobs for more information and **How To Apply**.

Prescott College requires that all applicants submit the following documents:

- a letter of interest
- a current resume or CV
- a completed Prescott College Employment Application with specific position title (found on our website) <http://www.prescott.edu/assets/documents/human-resources/job-application-form.pdf>
- Send all documents to hr@prescott.edu or fax to 928.776.5103

Prescott College is committed to Equal Opportunity Employment and supports excellence through diversity. We encourage qualified applicants from historically underrepresented groups along with Veterans and AmeriCorps, Peace Corps and other national service alumni to participate in our recruitment efforts.