JOB DESCRIPTION

Instructional Services and Reference Librarian

Albright College, a dynamic liberal arts college in Reading, PA, invites applications for an Instructional Services and Reference Librarian. This administrative position is responsible for the coordination and planning of the instructional program, especially for the First Year Seminar and English 101/102 classes and for shared duties at the reference desk and with the Questionpoint Chat service. The successful candidate will manage instructional and subject liaison libguide pages, and as all librarians on staff, will participate in classroom instruction, collection development and the faculty liaison system. Rotating Sunday evenings are required.

Position Qualifications -- Required

- A Masters Degree from an ALA-accredited institution and two-three years of professional experience in an academic library.
- Professional experience with providing library instruction and reference service.
- Knowledge of library database searching, the research process, and the principles of active learning and instructional pedagogy as applied to information literacy.
- Strong oral and written communication skills.

In our search for a new colleague, we look for someone with a strong public service orientation, the ability to work as a team player in a collegial environment, excellent interpersonal skills, and the ability to work effectively with students, faculty and staff.

Job Responsibilities

This administrative position is responsible for the coordination and planning of the instructional program, especially for the First Year Seminar and English 101/102 classes and for shared duties at the reference desk and with the Questionpoint Chat service. The incumbent will create and maintain subject and instructional libguides as part of the information literacy program and will help articulate and promulgate information literacy learning outcomes. As part of a team of librarians, the successful candidate will share responsibilities for reference desk service, collection development, liaison with faculty departments, and classroom instruction.

Departmental Home

The Gingrich Library provides information, instruction and other services for the College community's teaching and research needs. Our collection provides the foundation for research and study on all disciplines taught at the College. The collection includes more than 640,000 books, ebooks, print and electronic serials, microforms and audiovisual materials that support both the curriculum and general interests.
Digital resources provide access to more than 70 different book, journal and newspaper databases, many with fulltext. A sample of these sources include Academic Search Complete, Business Source Complete, JSTOR, ScienceDirect, Mergent, PsycINFO, and Ebook Central. For a complete list of database holdings, visit this link: http://library.albright.edu/az.php?a=all.

All students have complete access to the Gingrich Library catalog, electronic books, and all of its electronic databases from on-campus, in residence halls or off-campus. Students can request, free of charge, almost any book or article through our interlibrary loan system. Librarians are always ready to answer questions and help students find materials—in person, by email, chat or phone. Student reference assistance is available 24/7 through the College’s participation in the AskHerePA services.

The Library maintains an instructional lab for information literacy instruction.

The Holocaust Library and Resource Center collects Holocaust and genocide materials in various formats. The Special Collections Department includes rare and important local and historical materials as well as the College Archives, which preserves the institutional memory.

The Library/Administration building was constructed in 1963 with a major addition in 1977 and a renovation planned for the near future. It can accommodate up to 250 library researchers at tables, individual study carrels and casual seating. In addition to a wireless network, the library maintains group study rooms and a lobby area which provides access to additional tables, chairs, and vending machines.

The Gingrich Library is a member of several library consortia and as a member of ACLCP, a consortium of more than 20 college and research libraries, the library can provide reciprocal borrowing and direct access to their millions of volumes.

The Gingrich Library is the academic center of the campus. The staff gives highest priority to assisting students in their use of information and the library, so that the pattern of critically evaluating and researching information is instilled in all students.

For more information about the Library, visit the library homepage at http://library.albright.edu/c.php?g=528348&p=3612614

About Albright College

A diverse learning community that encourages innovation and interdisciplinarity, Albright College aspires to serve as a national model for integrating the liberal arts with a commitment to college access for a broad and diverse population. A selective liberal arts college founded in 1856 and located in the residential neighborhood of College Heights in Reading, PA, Albright is located within an hour of Philadelphia, two hours from Baltimore, and three hours from New York City and Washington, D.C., Albright enrolls approximately 1600 students from 30 states and 12 countries in our residential college and about 500 nontraditional students in our evening, accelerated degree programs. Our 41% diversity rate helps students prepare for today’s global workplace, where differences in backgrounds and perspectives are the norm.

Albright offers some 58 undergraduate majors, all of them firmly grounded in the liberal arts. The College’s flexible interdisciplinary curriculum encourages students to combine majors and disciplines to
create an individualized academic program that meets their needs and reflects their interests. The College’s most popular majors are business, biology, psychology, sociology, and biochemistry. Seeking to modernize the curriculum to align its strengths with emerging student interests, Albright has in recent years added majors in game and simulation development, music industry studies, digital studio art, and digital communications, with each course of study based in a rigorous liberal arts core.

More information about Albright College is available at


Application Process

Review of applications will begin immediately and continue until the position is filled. The start date will be based on the availability of the successful candidate. Qualified applicants should send letter of interest, current résumé, and names of three professional references to hr@albright.edu.

A diverse learning community that encourages innovation and interdisciplinarity, Albright College is an equal opportunity employer. In pursuit of enriching the diversity within our community, we encourage the application of qualified women, minorities, protected veterans, and people with disabilities. Qualified applicants will be considered without regard to race, color, religion, age, sex, sexual orientation or identity, national origin, disability status, or protected veteran status. For more information: about the position see www.albright.edu/hr/employment; about Albright College: www.albright.edu.