

STETSON UNIVERSITY

DUPONT-BALL LIBRARY

POSITION: Adjunct Librarian (Temporary Position)

Under the supervision of the Director of Public Services, the **Adjunct Librarian** is responsible, through the application of established policies and procedures, for teaching course-related one-shot information literacy classes, for providing effective reference and research services, and for creating and maintaining online research guides.

This position is an excellent opportunity for a librarian seeking academic library experience or a librarian with information literacy and reference experience interested in a short-term opportunity for extra income.

Please submit a cover letter with an application outlining how your experience relates to the position requirements.

QUALIFICATIONS:

The qualifications and skill requirements for this position include:

- Ability to work **in-person**, 20 hours per week, weekdays between the hours of 9 am and 5 pm, but also on occasion may include mutually agreed upon shifts at other times. **This position will begin in August and continue for 7 weeks**
- The candidate must hold the MLS/MLIS degree from an ALA-accredited institution
- Excellent customer service skills
- Excellent written and verbal communications skills
- Attention to detail and the ability to multi-task

RESPONSIBILITIES:

This position reports to the Director of Public Services. Duties include teaching information literacy classes, coordinating requests for library instruction, and on-call research assistance shifts.

- Teach information literacy instruction in an academic library
- Provide reference and research services
- Develop online course guides using Springshare's LibGuides
- Communicate effectively with excellent oral and written communication skills
- Work independently with minimal direct supervision

THE DUPONT-BALL LIBRARY:

The duPont-Ball Library (<https://stetson.edu/library>) has a collection of approximately 250,000 print volumes and large collections of electronic journals, databases, and e-books, as well as a collection of scores and recordings in support of the School of Music. The library staff includes 8 library faculty members and 16 support staff. The library is a member of LYRASIS and uses OCLC's WMS system. The ongoing library fundraising program has resulted in library endowments totaling about \$5M. Librarians are tenure-track faculty members who hold leadership positions on campus committees and are actively engaged in scholarly activities, professional organizations, and service.

THE UNIVERSITY:

Founded in 1883, Stetson University (<https://www.stetson.edu>) is a private, selective university comprised of a rich array of liberal arts and professional academic programs. Collectively, Stetson's

faculty works with more than 3,000 students in undergraduate, graduate, and professional programs. The University's historic main campus, located in DeLand, enrolls more than 2,500 students in undergraduate programs in the College of Arts & Sciences, the School of Business Administration, and the School of Music. Stetson University College of Law, Florida's first law school, is in Gulfport, and, with the addition of the Tampa Law Center, serves approximately 1,000 students working full-time or part-time toward J.D. or LL.M. degrees. Graduate programs offered at the DeLand campus include Business, Accounting, Educational Leadership, and Counseling. One of Florida's oldest private institution of higher learning, Stetson has regularly been ranked among the best regional universities in the Southeast and was the first private college in Florida to be granted a chapter of Phi Beta Kappa.

Stetson University provides an inspiring education that engages students with rigorous academic and creative study grounded in liberal learning and promotes civic values of personal and social responsibility. Working closely with faculty and with one another, students cultivate abilities to explore issues deeply, think critically, reason empirically, speak persuasively, and connect ideas creatively. Firmly committed to inclusive excellence, our vibrant community of teacher-scholars nurtures the potential of individual students to lead lives of significance and prepares each to meet the challenges of shaping the future—locally, nationally, and globally.

THE COMMUNITY:

DeLand is a picturesque residential community of 38,000 located 20 miles west of Daytona Beach and 35 miles northeast of Orlando. The area offers extensive cultural as well as recreational activities.

SALARY: Salary is competitive.

STARTING DATE: August 2024

APPLICATION: Applicants should supply a cover letter, a detailed CV, and the names, addresses, and phone numbers of three references. All information may be submitted electronically to Jennifer Corbin, Director of Public Services, at jcorbin1@stetson.edu. Review of applications will continue until the position is filled. All correspondence will be held in strictest confidence.

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.