



**Trexler Library  
Allentown, PA**

**Position Title:** Outreach and Assessment Librarian  
Assigned Subject Specialist (Social Sciences)  
**Supervisor:** Head of Public Outreach and Information Literacy Services  
**Classification:** Management, Full-time, exempt

The Outreach and Assessment is one of four professional librarians in the Public Outreach and Information Literacy Services (POILS) team, and serves as a subject specialist in the Social Sciences. The primary responsibilities of this position include organizing outreach and marketing initiatives, developing and administering library assessment efforts, teaching library instruction sessions, and coordinating reference services, as well as serving as an assigned subject specialist to the Social Sciences. The successful candidate will employ a well-rounded knowledge of the information literacy framework, pedagogical principles, and assessment methods to develop a successful, student-centric library outreach and assessment program.

***Characteristic Duties and Responsibilities***

1. Provide positive leadership and serve as liaison for faculty, staff and students as well as develop and promote services and resources to enhance the teaching, learning, and research mission of the college.
2. Employ a range of assessment, programming, and communication strategies to engage the campus community and expand the reach of Library services.
3. Develop outreach activities and communication to promote library programming, resources and services.
4. Plan, coordinate and administer qualitative and quantitative assessment projects and usability testing related to library services, collections, technology, and physical spaces.
5. Develop resources and implement library instruction and workshops in both face-to-face and digital environments.
6. Serve as a subject specialist in the Social Sciences for the corresponding departments on campus.
7. Coordinate reference services; provide scheduled reference services (including some evening, weekend, and substitution hours).
8. Provide collection development advice in the Social Sciences for reference, the general collection, and electronic resources as well as in government documents.
9. Stay current on trends in library services, outreach, and assessment; demonstrate eagerness to develop innovative models for library services.
10. Other duties as assigned.

As a part of the POILS unit and as a professional librarian the incumbent will also serve as head of the unit for three years on a rotating basis. A stipend is associated with the added responsibilities taken on during the rotation.

### *Qualifications*

1. An ALA-accredited master's degree in library or information science is required.
2. Commitment to user-centered library service and the promotion of literacy skills.
3. Demonstrated ability to work collegially with library staff, vendors, donors, faculty, and students; Personnel management experience preferred.
4. Ability to work both independently and collaboratively in a collegial, team-based environment and maintain positive working relationships.
5. Demonstrated excellence in written, teaching, and oral communications skills.
6. Ability to plan, manage, and oversee multiple projects, meet deadlines, and prioritize work in alignment with the strategic goals of the Library and the College.
7. Experience with library services in an academic setting; Knowledge of the interdependent relationships of divisions within an academic library.
8. The ability to train and supervise work-study students is preferred.
9. A second master's degree, preferably in a traditional social sciences discipline, or two years subject related reference and instruction is preferred.
10. A working knowledge of government documents is preferred.

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