POSITION: DISTANCE LEARNING LIBRARIAN

DEPARTMENT: LIBRARY

DATE TO START: AS SOON AS POSSIBLE AFTER FILLED

SALARY: DEPENDENT UPON EDUCATION AND EXPERIENCE. ($40,000 MIN.)

REPORTS TO: DIRECTOR OF LIBRARY SERVICES

Montana State University Billings is the third largest University in Montana and is located in Montana’s largest city. The University campus and City College together are home to approximately 5,000 students. The University has five colleges, which offer a wide variety of degree programs to its students. Montana State University Billings employs approximately 500 employees, who together work hard to create an outstanding University. For information on Billings, click here. Additional information on the Billings region is available by clicking here.

The MSU Billings Library belongs to the OMNI consortium, which includes 9 Montana academic libraries and involves a shared catalog and numerous collaborative purchasing efforts. The Library’s collection includes over 350,000 items; 1,200 periodical subscriptions; 111 database subscriptions; and over 200,000 ebooks. Librarians contribute to the University’s General Education program by teaching sections of LS 125, Research in the Information Age, an intensive introduction to information literacy.

DESCRIPTION:
The Distance Learning Librarian reports to the Director of Library Services and is responsible for developing procedures and implementing programs for Library distance education services. The position serves as a liaison to campus units involved with distance education, and engages in those duties that promote and facilitate access to online Library resources. More specific responsibilities include, but are not necessarily limited to the following:

- Provide support to distance learners and faculty teaching distance education courses
- Ensure that the instruction and research needs of distance education students are met
- Coordinate activities of library staff in their work associated with distance education
- Collaborate with faculty, library staff and departments to develop collections and services to support distance education programs
- Serve as the key person for library policy questions related to distance education
- Teach regular sections of the General Education course LS 125 online
- Develop and manage electronic reference service, to include chat, text, and social media streams
- Maintain the web content for distance education library services
- Participate in the Library’s in-person Reference service 6-8 hours each week, including some evening and weekend hours
- Participate in the Library’s web team
- Design and create online tutorials to promote Library services and resources
- Participate in collection management activities, recommending new electronic resources based on student/faculty demand
- Contribute to the Library’s ongoing efforts to secure additional resources, especially through grants and other fundraising activities
- Engage in outreach activities to promote library services, including working as a liaison with assigned groups of students, faculty, and staff
- Participate in library assessment efforts, identifying indicators of success and developing goals and work plans for improving online delivery of library services
- Participate actively in the University community by serving on committees and engaging in other campus activities
- Participate actively in the library community and library organizations locally, regionally, and nationally

**REQUIRED QUALIFICATIONS**
- Master’s degree from an ALA accredited program
- Demonstrated recent academic library work experience working with student and faculty library users
- Strong public service orientation
- Demonstrated experience with delivery of services to students in an online environment
- Demonstrated effective spoken, written, and information technology skills
- Ability to lead and complete projects in a team environment

**PREFERRED QUALIFICATIONS**
- Experience developing online tutorials
- Experience providing digital reference assistance
- Demonstrated ability to work with various stakeholders and in team environments
- Demonstrated experience in learning and applying new technologies
- Demonstrated ability to solve problems effectively
- Demonstrated ability to meet short deadlines
- Demonstrated strong organizational skills