

Reference and Instruction Librarian (Part-Time)
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=258090>

Downloaded On: Jun. 12, 2025 8:06pm

Posted Jun. 10, 2025, set to expire Jun. 29, 2025

Job Title Reference and Instruction Librarian (Part-Time)
Department Library and Academic Support Services
Institution Quinsigamond Community College
Worcester, Massachusetts

Date Posted Jun. 10, 2025

Application Deadline 06/29/2025

Position Start Date Available immediately

Job Categories Other Administrative Categories

Academic Field(s) Administration - Other

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Job Description

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Reference and Instruction Librarian (Part-Time)

Category: Part Time Non-Benefitted

Department:

Locations: Worcester, MA

Posted:

Closes: 6/29/2025

Type: Part Time

Position ID: 188955

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General Statement

The Part-Time Reference and Instruction Librarian provides reference services and instruction to students, faculty and staff online and at both the downtown healthcare library as well as the Alden Library on the West Boylston campus. Supervision Received: Reports to the Dean for Library and Academic Support Services or designee.

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Reports to the Dean for Library and Academic Support Services or designee

Duties and Responsibilities:

1. Staffs the reference desk and answers questions in person or via phone, email or chat.
2. Leads library instruction sessions either face-to-face or via zoom or Blackboard Collaborate.
3. Prepares course-specific materials to support students' research needs.
4. Keeps reference and instruction statistics as needed.
5. Assists users in use of equipment, facilities and resources.
6. Assists full-time librarians on special projects in support of the services of the library.
7. Perform other duties as assigned

Job Requirements:

Minimum Qualifications:

1. Master's in Library Science from an American Library Association Accredited Library/Information Science program. . Degree candidates who are 1-4 courses away from completing the Master's in Library Science will be considered.
2. Experience in teaching library orientation and/or information literacy sessions to individuals and groups.
3. Experience providing reference service using print and electronic resources.
4. Excellent oral and written communication skills.
5. Excellent Customer Service skills.

Preferred Qualifications:

1. Experience working in a Community College library
2. Experience providing reference and instruction support to allied health or medical programs of study
3. Experience creating Libguides or other multimedia reference resources.

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4. Experience with chat reference and social media in library work.
5. Experience providing reference and instruction for distance education.

Additional Information:

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=188955>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Library and Academic Support Services
Quinsigamond Community College

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