



Position Title: Part-Time Information Literacy Instructor

Job Code: 8144

Reports To: Library Director

Grade: HK

FLSA: Exempt

Job Description:

This Part-Time Information Literacy Instructor teaches non-credit instructional sessions designed to develop information literacy skills for all discipline courses.

Duties & Responsibilities:

- Teaches lecture and laboratory sections
- Develops teaching and learning strategies to optimize student performance for face to face and online non-credit courses
- Develops instructional curricula
- Develops assessment strategies to measure student progress and to adjust instruction accordingly
- Incorporates and/or develops the use of emergent technology in instruction
- Maintain accurate attendance records
- Complies with departmental and College policies and procedures
- Performs duties as assigned.

Essential Personnel:

Non-essential

Minimum Requirements:

- Master's degree in Library Science or related field
- Prior experience teaching adult learners
- Prior experience teaching information literacy
- Excellent communication skills
- Ability to work well with staff, students, and faculty
- Ability to work with discipline faculty to identify what information is needed for a particular assignment and how best to teach a given group of students
- Skill in designing instruction for online environments and incorporating the use of emergent technologies
- Knowledge of information literacy skills necessary for finding information appropriate in a college classroom
- Knowledge of current information sources—both online and off
- Ability to design curricula to teach targeted information literacy skills and/or use of specific sources as well as to assess the skills taught
- Ability to design hands-on, group instruction targeted to a particular need for information
- Ability to know how students learn in online and F2F environments
- Ability to work with discipline faculty to identify what information is needed for a particular assignment and how best to teach a given group of students
- Skill in designing instruction for online environments and incorporating the use of emergent technologies

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name