### Instructional and Access Services Librarian

#### Overall Responsibilities:
- To develop and deliver an instructional services program to ensure that students, faculty, and staff are aware of library and other information resources and services appropriate to their needs, and how to make the most effective use of those resources. To contribute to the overall management of Library Services, in collaboration with the Director of Library Services and Institutional Assessment. In particular, to manage the training and scheduling of the Library’s Life-long Learning Scholars in the provision of the Library’s Access Services.

#### Key Areas of Responsibility:
Reporting to the Director of Library Services and Institutional Assessment, the responsibilities of the position include, but are not limited to, the following:

- Provision of reference services to students, faculty and staff.
- Continued development and ongoing delivery of the Library’s Instructional Program as part of a broader Academic Support Services Instructional Program.
- Preparation of print and electronic instructional tools, including LibGuides or similar services.
- Continued development and maintenance of the Library’s website presence.
- Training and scheduling the Library’s Life-long Learning Scholars in basic library operations, such as cataloguing and processing of library materials.
- Training the Library’s Life-long Learning Scholars to be proficient users of the Library’s information resources such that they can assist other students in the effective use of those resources.
- Assist in the cataloguing and processing of library materials and the processing of inter-library loans.

#### Qualifications:
- MLIS or internationally recognized equivalent.
- Experience of working in an academic library.
- Fluency in English. Spoken and/or written knowledge of another language is desirable, particularly one of the official languages of Switzerland (Italian, German, French).
- Knowledge of issues and trends in information and instructional services.
- Must demonstrate excellent written and interpersonal communication skills.
- Must demonstrate excellent presentation skills.
- Demonstrated ability to provide effective reference and instructional services in an academic setting.
- Good knowledge of commonly used software, such as Microsoft Office.
Strong commitment to public service.

Ability to work independently, collaboratively, and as part of a team to maintain and improve library services.

Competence in basic copy cataloguing procedures is desirable.

Experience in staff management is desirable.

**About Franklin:** Franklin University Switzerland is a private, residential, four-year, US and Swiss accredited university located in Lugano, Switzerland, the principal city of Switzerland’s southernmost Italian-speaking canton of Ticino. An American liberal arts institution in an international environment, Franklin is fully accredited as a university in the United States by the Commission on Higher Education of the Middle States Association of Colleges and Schools, and in Switzerland by the Swiss University Conference. Franklin places emphasis on cross-cultural perspectives. A commitment to courses of study that are international in perspective and cross-cultural in content has been the cornerstone of the education mission since its founding in 1969.

**How to Apply**

This position begins in January 2016 or as soon as possible thereafter. Applications will be reviewed on a weekly basis with a closing date of October 31st, 2015.

Interested candidates should send a letter of application with their résumé by email to: librarysearch@fus.edu

Franklin University Switzerland is an Equal Opportunity Employer.