Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Science Librarian
Department: Library
Reports to title: Head of Research & Instruction
Full Time: X Part Time: Date Prepared: 9/12/19
Job Group & Level: RI-3 Regular Daily Work Schedule: to
Pay Type: Weekly Monthly X Months Per Year: Hours Per Week: 35
(Summer Months) Months Per Year: Hours Per Week:

1. Summary of Position:
As part of a collaborative and dynamic team, the Science Librarian teaches in the library’s program of
course-integrated research instruction; builds relationships with faculty, students, and staff to support their
information needs; serves as subject librarian for the Biology, Chemistry, Computer Science, Geology,
Mathematics & Statistics, Neuroscience, and Physics & Astronomy departments, acting as research instructor,
liaison, and selector; and provides general research help and guides library users in identifying, retrieving, and
evaluating information in all formats. This position also provides leadership and oversight for the Science Library.
Additionally, within the R&I department, the Science Librarian takes the lead on support for open access and
scholarly communication.
Takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful,
inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

40% Research & Instruction
● Creates responsive, disciplinary-specific research instruction for classes; teaches how to contextualize,
find, and use information in a variety of settings; and supports students pursuing research projects.
● Provides research assistance in the main Robert Frost Library in addition to the Science Library.
● Incorporates emerging information technologies and evolving patterns of publishing and information
dissemination in responding to scientific research and data needs.

20% Collection Development and liaison work
● Serves as subject specialist and liaison to academic departments in the sciences, math, and computer
science; provides in-depth consultations about resources and research strategies; develops and manages
relevant collections in all formats; connects faculty and students with library services; and stays informed
about issues and needs in scientific research, data services, and e-science.

15% Administers the Science Library
● Provides leadership in planning for services and policies; works closely with the Science Library Specialist,
who is responsible for day-to-day functioning of student workers, circulation, and reserves, and the Head of
Access Services; works with other Library departments as necessary to ensure excellent service.

15% Scholarly Communication
● Takes the lead on providing support, outreach, and resources for open access and new scholarly
communication models to faculty, students, and staff.

5% Functional teams in library
● Actively participates in outreach activities, committees, and work groups of the Library.
5% Performs other duties/functions as requested.

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

3. **Internal-External Interaction/Communication:**
   - Commitment to diversity, inclusion, and equity issues as related to research instruction, collection development, and user-centered public service.
   - Demonstrates and facilitates effective communication throughout the Library and across the College.
   - Commitment to work closely with colleagues, undergraduates, faculty, staff, and college administrators.
   - Actively participates in outreach activities, committees, and work groups of the College, Five Colleges, and at regional and national organizations.

4. **Education:** (include certifications and licenses)

   Required: Master’s degree from a program accredited by the American Library Association or foreign equivalent.
   Preferred: Additional graduate degree or undergraduate major in a STEM discipline; proficiency in a language besides English welcomed.

5. **Experience:** (List specific skills necessary to perform this job)

   Required:
   - A history of excellent classroom teaching; a commitment to undergraduates and undergraduate education; and a strong record of rapport and collaboration with faculty on assignments, course design, and pedagogical strategies.
   - Experience in an academic library or research institution with a focus on teaching, resource selection, and other public services.
   - Strong academic background, intellectual curiosity, and familiarity with STEM research and trends in scholarly communication.
   - Commitment to and demonstrated knowledge of diversity, inclusion, and equity issues as related to STEM research instruction, collection development, and user-centered public service.
   - Excellent oral and written communication skills; ability to advocate for the Library to a variety of constituents.

   Preferred:

6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

   Typical office environment, with some work at the reference desk.

7. **Decision Making:**

   This position works autonomously, drawing on library and pedagogical knowledge and principles to exercise professional judgment in all day-to-day responsibilities. All R&I librarians contribute to setting direction and the ongoing development of programs, services, and responsibilities in the department.

8. **Supervision Exercised/Received:**

   As a member of the R&I department, this position receives support and coordination to align priorities as necessary from the Head of Research & Instruction.

   Supervisory Responsibility: Yes No X
Number of Employees Supervised: _____