



**Librarian for Instruction and Information Literacy  
And Teaching and Outreach Group Leader  
Buswell Memorial Library  
Wheaton College, Wheaton, Illinois**

Wheaton College seeks a librarian with expertise in information literacy and instruction, with the ability and desire to contribute broadly on campus as a non-tenure track library faculty member, to join us in this important role.

**About Wheaton College**

Established in 1860 as a co-ed institution, Wheaton is an evangelical Protestant liberal arts college, where the pursuit of faith and learning is taken seriously. In the words of our mission statement, “Wheaton College serves Jesus Christ and advances His Kingdom through excellence in liberal arts and graduate programs that educate the whole person to build the church and benefit society worldwide.”

Approximately 2,500 undergraduate and 500 graduate students study each year at Wheaton, from all U.S. states and many other countries. The college offers BA and BSc degrees in more than twenty fields, master’s-level programs in five fields, and doctoral programs in two (biblical and theological studies, and clinical psychology). The Conservatory of Music offers BMus and BMusEd programs. The student-faculty ratio at the college is 12:1.

Our faculty and staff members affirm a [Statement of Faith](#) and the moral and lifestyle expectations of our [Community Covenant](#). Wheaton College complies with federal and state guidelines of nondiscrimination in employment.

Wheaton College’s 80-acre campus is located in [Wheaton](#), a suburb of greater Chicago, twenty-five miles west of the downtown Loop. A commuter rail line passes close to the college, providing easy access to Chicago. The City of Wheaton was established as a small railroad community in the 1850s and is now home to 55,000 residents. It offers excellent schools, a large variety of churches, a “top ten” public library, many shops and restaurants, and 52 parks.

**About Buswell Library**

As the shared center of intellectual inquiry at Wheaton College, Buswell Library's mission is to provide access to academic resources in physical and electronic form, foster skilled and confident use of these resources, and promote community on the Wheaton campus. During the last ten years, the library has increased its emphasis on instruction as it has continued to build its collections, following the paradigm of the "teaching library." The library faculty have been significantly involved in recent revisions to the college's general education program, and information literacy instruction is embedded in the curriculum.

The library's nine faculty and fifteen staff positions are arranged into four functional groups: Operations (responsible for acquisitions, budget, circulation services, and facilities), Teaching & Outreach (educational technology, assessment, instruction, promotion and outreach, and reference), Resource Description & Digital Initiatives (cataloging and metadata, digital initiatives, and preservation), and Special Collections (archives and special collections). In addition, we use cross-functional teams to advance the library's activities in several important areas. The Collections Team, for example, is responsible for making decisions for collection development.

In addition to the collections and services that are provided via our web site, the library is physically present at two locations on campus. The main library building, which underwent an extensive renovation in 2006, contains an information commons, collections, study areas, teaching space, and a café. At a separate campus location, we have our archival and special collections reading room, secure storage, and general study areas. Although the library continues to undergo rapid changes as we move into an increasingly digital environment, use of our physical space and print collections remain high.

Buswell is a member of the Consortium of Academic and Research Libraries of Illinois, which shares a catalog of more than 12 million bibliographic records. The library provides local access to 530,000 physical items, 160,000 e-books, and 6,500 print or electronic journal subscriptions, as well as the resources of the CARLI consortium and traditional interlibrary loan. Our special collections are particularly large and notable for a library of our size.

Buswell Library works closely with several other departments of the college. The department of Academic & Institutional Technology provides network and desktop support, Schoology courseware, equipment circulation, and media creation. The Billy Graham Center Archives contains the papers of American evangelistic and missionary agencies and individuals, and copies of the papers of Billy Graham. The Marion E. Wade Center is a major research collection of materials by and about seven British authors, including C. S. Lewis, J. R. R. Tolkien, and Dorothy L. Sayers.

### **The Position**

As the successful candidate, you will report to the Director of Library and Archives and provide leadership to the Teaching and Outreach group. Your salary and academic rank (assistant/associate/full professor of library science) will be dependent upon qualifications. The

college offers excellent benefits, including mortgage assistance and tuition assistance for employees' children enrolled in college.

As a member of the library faculty at Wheaton, you have the ability and the desire to participate broadly on campus, such as participation in faculty governance and student mentoring. You will be expected to engage in scholarship and service and will be supported in doing so. You will also engage in ongoing professional development, contribute actively to library-wide plans and objectives, and lead and/or participate in cross-functional library teams.

As is the case with all librarian positions at Wheaton, you will have subject librarian responsibilities as well as a special area of contribution, which in this case is information literacy and instruction:

1. Subject Librarian Role

You will participate actively in the library's reference and instruction programs and serve as liaison to selected academic departments. These duties are coordinated via a peer-led Subject Librarian Team and involve resource selection (collection development), discipline-based instruction in research skills, and relationship-building with faculty and students majoring in the discipline. You work several hours a week at the reference desk (this may involve Saturday or evening hours). While we try to match librarians with the subjects they are best suited to, based on education, experience, and interest, we cannot guarantee this.

2. Information Literacy and Instruction Role

You will provide leadership for the library's information literacy curriculum, which is embedded in the college's general education program. You will continue to assess and revise this curriculum and its modes of delivery, and you will represent the curriculum and any revisions to stakeholders across campus. You will act as a resource to the rest of the library faculty in best practices in instruction and information literacy and in other aspects of their subject librarian roles. You will provide leadership to the Teaching & Outreach Group, which has four librarians including yourself, and which is collectively responsible for the areas of educational technology, assessment, instruction, promotion and outreach, and reference.

## Qualifications

As the successful candidate, you come to us with:

- A personal and living evangelical Protestant faith that is consonant with Wheaton College's theological distinctives as expressed in our [Statement of Faith](#) and [Community Covenant](#)
- A master of library science or equivalent degree from an ALA-accredited program or foreign equivalent. A successful candidate without this qualification may be hired contingent upon obtaining the MLS within three years of hire.

- Ability to understand and contribute substantially to the academic lives of Wheaton's faculty and students, with an enthusiasm for and commitment to Christian liberal arts education
- Teaching experience, with the ability to teach and present with clarity and ease
- Knowledge of and enthusiasm for best practices in information literacy and curriculum design
- Evidence that you form strong working relationships that are characterized by personal flexibility, consideration, teamwork, and collegiality
- Excellent communication skills
- Evidence of leadership skills
- Evidence that you handle job responsibilities competently and independently, including setting and accomplishing priorities, choosing from competing priorities, and juggling simultaneous projects
- Ability to make effective use of technology, software programs, etc. in the fulfillment of your responsibilities
- Strongly preferred:
  - At least two years of previous full-time employment in an academic library
  - Experience as a library faculty member
  - Additional graduate degrees

### **Timeline**

The position is currently vacant. We will negotiate a mutually agreeable start date with the successful candidate.

### **To Apply**

Please prepare a cover letter that informs us clearly and specifically how you meet each of the qualifications for this position. Your cover letter will be used as our primary screening tool. One recommended approach for your cover letter is to use each criterion as a heading and then provide one or two paragraphs below each heading to demonstrate how you meet that criterion. Please provide specific evidence and examples. Your C.V. should substantiate your cover letter. Combine your cover letter and C.V. in one file (using Word, PDF, or other common format). Include your surname in the file name. Send your file as an email attachment to Lisa Richmond, Director of Library and Archives, [Lisa.Richmond@wheaton.edu](mailto:Lisa.Richmond@wheaton.edu).

Applications will be received until the position is filled. Promising candidates will be sent the Wheaton College faculty application. All application materials will be kept confidential. Thank you for your interest in joining us at Wheaton College. We sincerely thank all applicants for their interest but will contact only those under consideration.