

Westminster College
Position Vacancy

Remote Part-Time Library Instructional Adjunct (Temporary)

McGill Library at Westminster College is accepting applications for a remote, part-time Instructional Adjunct, a one-semester position for Spring 2024.

The Instructional Adjunct will join a collaborative and dedicated library team that provides exceptional educational services to Westminster students and faculty. The successful candidate for this position will support the library's information literacy programs by planning, designing, and producing online instructional content. Creativity, patience, attention to detail, and solo project management skills will be required to meet the needs and responsibilities required in this position. Experience with library instruction and/or instructional design is preferred but professionals in training will also be considered. This position reports to the Library Director and will also collaborate with other library staff as well as College faculty.

Duties and Responsibilities

The Instructional Adjunct will design, develop, and produce online information literacy content in several different formats:

- College LMS (D2L). Information literacy modules for individual Westminster College LMS course sites.
- LibGuides. Review and modify existing course/disciplinary LibGuides.
- Video. Design and produce instructional videos for use in LMS modules and LibGuides.

All required activities can be completed remotely. However, there may also be optional opportunities for on-campus meetings and instruction activities.

Position Qualifications

Bachelor's degree required; MLIS or equivalent preferred but students progressing toward the degree are also encouraged to apply. Strong candidates will have academic library instruction and/or instructional design experience. Evidence of pedagogical and technological skills and interest will also be considered. Excellent communication skills, both verbal and written.

Interested individuals should submit a cover letter, resume, and the names and contact information for three work-related references to Jamie Kohler, Library Director, by email (preferred) to library@westminster.edu or by mail: 319 S. Market Street, New Wilmington, PA 16172.

Review of applications will begin on **December 6, 2024** and continue until the position is filled. The anticipated start date is **January 17, 2024** and end date is **May 1, 2024**; however, both dates are flexible.

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.