Job Posting: Instruction and Digital Learning Librarian
Date Posted: 8/6/2026
End Date: Until Filled

Cisco College Mission and Purpose: The Mission of Cisco College is to provide quality, affordable, educational opportunities to meet the diverse academic, technical and career needs of the students and communities we serve. Cisco College maintains an open-door admissions policy and provides an array of educational programs offered at two primary locations, Cisco and Abilene, in addition to many off-campus sites. Cisco strives for an institutional culture of innovation, collaboration, faculty and staff empowerment and recognition, and an openness to change that underscores our commitment to a shared mission and vision.

Cisco College Core Values: Cisco College facilitates student success by ensuring open-door access to diverse educational opportunities, embracing innovation and best practices, and providing effective student support. Cisco College insists on excellence in our programs, instruction, services, management, and learning environment.

Cisco College Guiding Principles: Learning, Respect, Integrity, Communication, Cooperation, Joy, and Innovation.

Role: The Instruction and Digital Learning Librarian supports student success through professional library instruction, research support, access services, daily library operations, library technologies, and cross-trained front-line support for selected instructional technologies. The position collaborates with faculty and staff to integrate library resources, information literacy, digital literacy, accessibility, and effective instructional practices into courses and student learning experiences for on campus, online, and dual credit students. A commitment to the role of the community college, as described in the College Mission, is essential.

Team: The Instruction and Digital Learning Librarian reports to the Director of Library Services. The position works closely with Library staff, Digital Learning, and the Center for Teaching and Learning to support library instruction, student access to resources, and digital teaching and learning initiatives.

Responsibilities:

- Develop and deliver in-person and virtual instruction and learning resources, such as tutorials, guides, workshops, self-paced resources, and course-embedded materials, that support research and information literacy skills, digital literacy, and effective use of library resources.
- Provide research and reference support to help patrons locate, evaluate, and use library resources, including databases and online tools; consult with or refer specialized research, collection, or policy questions to the Director of Library Services as appropriate.
- Assist with circulation, course reserves, interlibrary loan, intercampus sharing, patron account support, and other services that help patrons access library materials and resources.

- Contribute to daily library operations, including opening and closing as scheduled, maintaining a welcoming, service-oriented, and accessible environment, and communicating library policies and services.
- Provide professional guidance and support to library staff in areas related to research support, library instruction, information literacy, digital learning tools, and use of library resources.
- Collaborate with faculty to integrate library resources, digital learning tools, learning materials, and effective instructional practices into courses to support student learning, instructional effectiveness, accessibility, and alignment with college expectations.
- Support and troubleshoot library technologies and provide cross-trained front-line assistance for selected instructional platforms, such as Canvas and Panopto, including answering routine questions, directing users to appropriate resources, and escalating complex technical or administrative issues as needed.
- Engage in ongoing professional development related to academic librarianship, library instruction, information literacy, instructional technology, accessibility, and student learning.
- Perform other duties as assigned in support of library services, digital teaching and learning, and college goals.

Essential Qualifications:

- Master's degree in library science from an ALA-accredited program.
- Experience providing library instruction, research support, or instruction related to information literacy, digital literacy, or library resources.
- Ability to communicate and collaborate effectively with faculty, staff, students, and other patrons in support of access to library resources, student learning, and instructional effectiveness.
- Strong organizational and recordkeeping skills, with attention to detail and the ability to manage multiple priorities in a public-service setting.
- Availability to work evenings and/or weekends and to travel between Cisco and Abilene, as scheduled.

Preferred Qualifications:

- Experience in a community college, academic library, or higher education teaching and learning support setting, including support for online and/or dual credit students and instructors.
- Knowledge of library access services, library technologies, instructional technology, or learning management systems.
- Experience developing student-facing learning resources, such as tutorials, guides, videos, workshops, self-paced resources, or course-embedded materials.
- Familiarity with topics such as accessibility, universal design for learning, OER, copyright, or generative AI in teaching and learning.

- Familiarity with digital archiving, digital collections, institutional repositories, or preservation of library and institutional materials.

Posting and Application Details:
Cisco College is accepting applications for an Instruction and Digital Learning Librarian. The position may be based at either the Cisco Campus or the Abilene Educational Center. It includes evening and weekend hours, as well as travel between Cisco and Abilene for college-wide projects, training, and committee work.

Cisco College offers a generous benefit package, including comprehensive medical, dental, and vision insurance. Member-only medical coverage and $5,000 of basic term life is provided at no cost to the employee. Other coverages are selected by the employee and payment made through payroll deduction. Cisco College offers retirement savings such as Teacher Retirement System or Option Retirement Plan – for qualified positions.

Resume packages must include all the following in one PDF:
Cover letter
Cisco College Application
Resume or Curriculum Vita
Unofficial college transcripts

Resume packages should be submitted to:
Director of Human Resources
Cisco College
101 College Heights Cisco, Texas 76437
254-442-5121
humanresources@cisco.edu

Cisco College is an Equal Opportunity Employer