

- I. DEPARTMENT: University Libraries
- II. POSITION: Assistant to the Dean for Community Engagement
- III. CLASSIFICATION: Faculty
- IV. NAME OF INCUMBENT: Vacant
- V. POSITION No.: 1605

VI. JOB PURPOSE:

This position provides leadership for a number of library-wide projects and programs. The incumbent assumes key responsibilities in the areas of development, public relations, outreach, and public programming. He/she will plan and organize public programs sponsored by the University Libraries. He/she will establish and maintain partnerships with campus and/or community groups/individuals that might provide and/or support programming opportunities. Additionally, this person has responsibility for identifying and pursuing fund raising opportunities that are appropriate to support the programs and activities of the University Libraries. He/she will also serve as the Libraries' grants officer and will work with appropriate individuals to develop funding proposals. As a member of the Libraries' Faculty, this person also participates in the full range of faculty governance; the libraries' collection development program, the libraries' instruction program, and staffing of the RIS (Research and Information Services) Desk.

VII. DUTIES AND RESPONSIBILITIES

- A. Assumes responsibilities as a librarian in one of the departments of the University Libraries.
 - 1. Manages the relationship between the University Libraries (UL) and the Friends of Libraries organization and serves as the link between the UL and the Friends.
 - 2. Serves as liaison to the University's Office of Development and Advancement and works with the Libraries' Director of Development and the Dean to implement the ongoing development program for the libraries.
 - 3. Provides input into the development of plans and strategies for the University Libraries' development program.
 - 4. Manages the publication of the Libraries' Newsletter and other public relations materials.
 - 5. Serves as the libraries' public relations officer working with Marketing staff as appropriate and making sure that library events, programs, and activities are publicized or communicated to the campus at large and/or the broader city, state, or library community as appropriate.
 - 6. Serves on the Libraries' Administrative Council and brings to the table issues related to public programming and outreach, or other areas under his/her purview.
 - 7. Provides leadership for the Libraries' Development and Public Relations Team and coordinates the development and management of public relations materials for the University Libraries
 - 8. Works with the Libraries' Business Officer in implementing budgetary and fiscal processes and controls related to the Libraries' public relations and development efforts including the Friends.
 - 9. Provides leadership and coordination in assessing and developing reports related to the University Libraries' public programming and outreach.
 - 10. Represents the UL with local and regional groups addressing matters related to public relations, fundraising, and/or outreach.

- B. Participates in faculty governance and provides input into library decision-making.
 - 1. Participates in faculty meetings and works with colleagues to implement the agreements reached through collective decision-making.
 - 2. Stays abreast of current trends and best practices in his/her areas of responsibility and takes steps necessary to integrate these into the University Libraries as appropriate.
 - 3. Serves as collection developer and library liaison for assigned subject areas and/or departments.
 - 4. Participates in the Libraries' user instruction program by conducting classes designed to teach about library resources.
 - 5. Participates in staffing the Research and Information Services (RIS) Desk on a scheduled bases.
 - 6. Serves on committees and task forces in the libraries, on campus, and throughout the region.
 - 7. Participates in the faculty senate and other campus-wide faculty activities or committees as opportunities present themselves.

- C. Maintains and documents a program of research and continual learning that promotes his/her own professional growth and development and contributes toward the achievement of the libraries' organizational mission.
 - 1. Conducts qualitative and/or quantitative research in subjects and disciplines related to one or more aspects of librarianship, the broader field of information sciences, or other discipline relevant to his/her qualifications.
 - 2. Seeks grant funding to support research or experimentation in his/her field(s) of interest.
 - 3. Seeks opportunities to publish research findings in professional publications and to make formal presentations at professional meetings.
 - 4. Participates in formal and informal programs of continual learning that will enhance professional expertise and contribute to overall effectiveness as a faculty member.
 - 5. Maintains membership and actively participates in appropriate professional organizations.

- D. Performs other duties as assigned.
 - 1. Participates in library-wide projects and activities as needed.
 - 2. Undertakes other tasks assigned by the Dean of University Libraries.

VIII. **DIRECTION RECEIVED:**
Reports to the Dean of University Libraries.

IX. **DIRECTION GIVEN:**
Supervises work of clerical staff available to support for his/her work. May supervise faculty, staff, and/or student assistants involved in various projects

X. **JOB SPECIFICATIONS:**
This is a 12 month, tenure track, faculty position that requires an ALA accredited M.L.S and appropriate, relevant library work experience. Faculty members are expected to conduct research, provide professional service, and publish their work in appropriate professional publications. A second graduate degree is required to be eligible for tenure or promotion.

XI. SPECIAL CONDITIONS:

This position requires a varying work schedule and may include some scheduled evening and weekend hours. The specific work schedule may change from week to week depending on the demands of the position.

XII. REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS

1. Good analytic and problem solving skills and ability to exercise sound judgment in dealing with a variety of issues.
2. Evidence of excellent verbal and written communication skills.
3. Strong organizational skills and ability to coordinate multiple projects simultaneously.
4. Comfort and dexterity using computers in a work setting.
5. Outstanding interpersonal skills and ability to work with diverse individuals and groups to achieve collaboratively established goals and priorities within a team environment.
6. Ability to conceive of ideas and to follow through on development and implementation of those ideas.
7. Ability to supervise the work of others.
8. High energy and enthusiasm and the ability to excite others about ideas.
9. Must be a self-starter able to assume responsibility and accomplish goals with little or no supervision.
10. Evidence of potential to maintain an ongoing program of professional involvement and development at a level that would merit tenure and/or promotion.

XIII. WORKING CONDITIONS:

This is a technologically oriented academic research library with some similarity to an office environment. Position has a significant public service component requiring frequent interaction with the public in person, by telephone, and/or electronically. Position requires some standing, walking, reaching and the ability to lift up to 20 pounds. The position may involve some travel related to programming and/or development as well as for professional development.

