

- I. DEPARTMENT: University Libraries
- II. POSITION: Instructional Services Librarian
- III. CLASSIFICATION: Faculty
- IV. NAME OF INCUMBENT: vacant V. POSITION No.: 3360

VI. JOB PURPOSE:

This position is one member of the team of library faculty and staff who provide individual and group instruction for library users. He/she participates in planning, implementing, and evaluating instruction related programs and services that enhance user awareness of and access to library resources. He/she participates in staffing the RIS (Research and Information Services) Desk on a scheduled basis. He/she participates in the collection development program and serves as subject liaison to assigned department(s).

VII. DUTIES AND RESPONSIBILITIES

- A. Assumes responsibilities as a librarian in one of the departments of the University Libraries.
1. Participates in developing, implementing, and assessing the University Libraries' User Instruction Program including formal classes, tours, and online tutorials.
 2. Participates in the development and management of course materials (print and electronic) supporting the instruction program.
 3. Participates in delivering formal and informal instruction for individuals and/or groups of library users.
 4. Participates in providing direct user assistance at the Research and Information Services (RIS) desk on a scheduled basis including the evening and weekend rotations.
 5. Cooperates and collaborates with other library department heads as needed to accomplish the goals of the department and/or the University Libraries.
 6. Supervises the work of library staff and/or student workers as needed.
- 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 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. Serves on committees and task forces in the libraries, on campus, and throughout the region.
 5. Participates in the faculty senate and other campus-wide faculty activities 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 or the broader field of information sciences.

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 Head of Instructional Services and/or the Dean of University Libraries.

VIII. DIRECTION RECEIVED:

Reports to the Head of Instructional Services and/or his/her designee.

IX. DIRECTION GIVEN:

May supervise the work of staff and/or student workers in the department.

X. JOB SPECIFICATIONS:

This is a 12 month, tenure track, faculty position that requires an ALA accredited Master's Degree and appropriate, relevant library work experience. Faculty members are expected to provide professional service, conduct research, 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 will include some evening and weekend hours. The specific work schedule may change from week to week depending on the demands of the responsibilities of the position.

XII. REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS

- A. Knowledge of the principles and practices of user instruction and reference services.
- B. Experience in instruction or training as an instructor or trainer.
- C. Experience using current technology to deliver or enhance teaching, learning, and/or user services.
- D. Experience with providing direct user assistance in a customer focused environment.
- E. Familiarity with issues involved in developing, delivering, and assessing user instruction.
- F. Ability to supervise the work of others.
- G. Good oral and written communication skills.
- H. Must have good interpersonal skills and demonstrate a commitment to public service.
- I. Must be a self-starter and able to work independently as well as as a part of a team in a collegial environment.
- J. Must be able to assume responsibility and accomplish goals with little or no supervision.
- K. Evidence of potential to maintain an ongoing program of professional involvement and development at a level that would merit tenure and promotion.
- L. Ability to work effectively with a highly diverse group of faculty, staff, students, public, and coworkers in a courteous and professional manner.

- M. Must have good problem solving skills and exercise sound judgment in dealing with a variety of issues.

XIII. WORKING CONDITIONS:

Technologically oriented academic research library with some similarity to an office environment. Position has an extensive public service component requiring regular interaction with students, faculty, and the general public in person, by telephone, and/or electronically. Position requires some standing, walking, and reaching in order to assist library users. Must be able to lift heavy reference books and other library resources that might weight up to 20 pounds. May be required to push or pull wheeled book carts filled with books. The position may require travel to other locations to deliver instruction to meet the needs of users at remote sites of the University. The actual instruction course load varies from semester to semester and is shared by a team of library faculty and staff who participate in the instruction program.