

University Libraries, Assistant Professor, Digital Initiatives, Position Description

I. DEPARTMENT: University Libraries

II. POSITION: Assistant Clinical Professor

Internal Title: Digital Initiatives Librarian

III. CLASSIFICATION: Clinical Assistant Professor

IV. NAME OF INCUMBENT: vacant

V. POSITION NO: 002142

VI. JOB PURPOSE

The Digital Initiatives Librarian provides content processing activities to ensure quality of data files and other content in the Digital Commons for the University Libraries (UL). This non-tenure track position provides vision and guidance for the Digital Commons and will make critical decisions regarding digital collection development. Working closely with the Associate Dean for Innovation and Scholarly Engagement, the Digital Initiatives Librarian will collaborate with faculty across campus to fulfill data storage needs, which includes but is not limited to legacy preservation, open access journal publications, faculty publications, open educational resources, and datasets.

The Digital Initiatives Librarian is responsible for executing content updates and design improvements to the UL websites in collaboration with relevant campus requirements and best practices of professional execution. The successful candidate will be a member of the University Libraries web development team and will coordinate and participate in the maintenance of the University Libraries' web presence as well as the Online Catalog search functions, the EZ Proxy configuration, and other centrally supported library web-based interfaces.

VII. DUTIES AND RESPONSIBILITIES

A. Supports the development, maintenance, and use of the Digital Commons and related resources for the University Libraries.

- a. Performs routine and ongoing file and feature maintenance to support the currency of data.
- b. Works with individuals and groups to instruct interested users in use of materials and collections in the Digital Commons
- c. Promotes availability of collections within the Digital Commons and the platform which supports it to the University community taking advantage of available promotional devices such as LibGuides, print documentation, video, and social media.
- d. Works with Libraries Outreach Staff and/or the Libraries' Marketing representative, as appropriate, in creating and distributing promotional materials.

- B. Provides and/or arranges for delivery of formal and informal training in the use of library specific, or library provided, hardware and software.
 - a. Ensures proper orientation or training for the University or Libraries' faculty and staff in the effective use of hardware, software, and utilities and applications relative to the Digital Commons.
 - b. Identifies and coordinates relevant training and instruction opportunities in cooperation with third party resources – e.g., volunteer or peer trainers or paid resources, as available.
 - c. Creates and maintains LibGuides and/or other instructional materials to assist with training and/or to support ongoing use of available technologies.
 - d. Creates instructional videos for use with technology training and/or for deployment on the University Libraries' website.
 - e. Plans and develops training and orientation workshops, classes, and distributable media to the University community, especially students and faculty. Individual training options may be needed.
 - f. Plans and develops training and orientation workshops, classes, and distributable media to the outside community on a fee-for-service basis.
- C. Maintains or contributes to appropriate and relevant portions of the University Libraries' web site.
 - a. Adds content to the web site notices and instructions relevant to technology use and training opportunities as appropriate.
 - b. Identifies and selects items from the libraries offerings that would be appropriate for showcasing on the University Libraries' website, social media, blogs, and other outlets to promote, market, and provide general awareness.
 - c. Creates appropriate descriptions for the items selected for inclusion on the website.
 - d. Works with the University Libraries' web team to ensure that the content of the technology portion of the website is appropriately integrated into the larger website.
 - e. Ensures that data on the website are accurate and up to date.
- D. Provides general, technical, and logistical support for the Libraries and the University community to help fulfill the applicable responsibilities, projects, and programs.
 - a. Coordinates with other library departments (Cataloging, Circulation, Libraries Information Systems, etc.) to create and maintain the identification, record-keeping, processing, and handling of materials owned by the Libraries.
 - b. Assists library units with the care, maintenance, availability, and training in the uploading and use of relevant content held in the units. (e.g., Music Library and Special Collections Department field recorders and audio/video recording).
- E. Provides direct user assistance as needed.
 - a. Interprets and assures the implementation of official University Libraries' policies related to the proper use of the Digital Commons.
- F. Maintains proficiency and awareness of technology developments and related areas of expertise.

- a. Maintains current awareness of products, trends, and interests appropriate to emerging technology, relevant software, and hardware needs.
- b. Advises Associate Dean and others as applicable of new resources, technologies, and training opportunities and recommends levels of adoption and implementation.
- c. Participates in appropriate training sessions offered for University Libraries' faculty and staff.
- d. Participates in appropriate training sessions offered on campus or through Human Resources.
- e. Participates in appropriate professional development activities and/or organizations.

G. Performs other duties as assigned.

- a. Collects and submits appropriate statistics related to his/her work.
- b. Serves on committees and task forces as appropriate.
- c. Undertakes special assignments or projects assigned by the immediate supervisor, or the Dean of University Libraries.
- d. Participates in library-wide projects and activities as needed.

VIII. DIRECTION RECEIVED

Reports to the Associate Dean of Libraries.

IX. DIRECTION GIVEN

This position may supervise other staff, graduate assistants, volunteers, and/or student workers as needed.

X. JOB SPECIFICATIONS

This is a 12-month clinical faculty position that requires an ALA accredited M.L.S and appropriate, relevant library work experience. Familiarity or expertise with digital content collection and storage, web interfaces, website maintenance, social media, audio or video creation/editing, web development, and instructional materials development is highly desirable.

XI. SPECIAL CONDITIONS

This is a full-time, permanent, exempt position that requires a 37.5-hour minimum work week. The primary work schedule for this position is Monday through Friday with a typical schedule of 8:30 am to 5:00 pm; however, the schedule might sometimes be modified when special projects or events are underway or to otherwise support the faculty and staff of the University Libraries or the Associate Dean.

XII. REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS

- 1. Familiarity and facility with standard and emerging technologies supporting digital repositories including, but not limited to, computers, audio and video recording and production.

2. Good problem-solving skills and ability to exercise sound judgment when confronting a variety of issues and situations.
3. Experience with maintaining technological equipment and peripherals, including analyzing and solving problems.
4. Knowledge and expertise (web mastery and creative content design) to support the ongoing maintenance of the Libraries' online presence (e.g., web pages, social media, and Libguides),
5. Demonstrable training and/or instructional skills working with various levels of users (e.g., undergraduate, graduate, staff, faculty, and citizens).
6. Experience preparing research guides and/or instructional materials taking advantage of available technologies including, but not limited to, streaming video and audio, or interactive media.
7. Work experience or coursework or a combination of the two in areas of technology, computer applications, gaming, or audio/video production, including scripting and creative content design.
8. Excellent oral and written communications skills including presentations to small and large groups in formal and informal settings.
9. Proactive approach to technology developments and a demonstrable, continuous practice of self-directed learning and intellectual and skill development.
10. Ability to assume responsibility and work with minimal supervision while meeting deadlines and yielding effective results whether working independently or as a part of a group.
11. Demonstrable ability to foster and maintain collegial relations with co-workers from diverse backgrounds in a teamwork environment, demonstrating initiative, helpfulness, cooperation, all in support of organizational goals and service imperatives.
12. Willingness to learn and subsequently implement new tasks and skills, on an ongoing basis.

XII. WORKING CONDITIONS

The University Libraries is a technologically oriented academic research library which provides foundational service and support for the deployment, maintenance, use, and integration of emerging technologies of all types for the University Libraries' faculty, staff, and user communities. The position has a public service component requiring regular interaction with a diverse clientele. Position requires some standing, walking, and reaching. Incumbent must be able to bend, stoop, reach, and lift up to 40 pounds. Individual might be required to climb ladders or work around or under furnishings and equipment to perform routine and ameliorative maintenance. Responsibilities may require that the incumbent push and/or pull wheeled carts/trucks that can weigh up to 300 lbs. when full.

Revised and updated, March 2023 KH/JE;