

- I. DEPARTMENT: University Libraries
- II. POSITION: Research & Instructional Services (RIS) Librarian
- III. CLASSIFICATION: Assistant/Associate Professor
- IV. NAME OF INCUMBENT: VACANT V. POSITION No.: 002860

VI. JOB PURPOSE:

This full-time, non-tenure track, Libraries faculty position is one member of the team of library faculty and staff who provide information assistance to individuals and groups of library users. They participate in providing direct user assistance at the Research and Information Services Desk and participates in the User Instruction program. They participate in planning, implementing, and evaluating instruction related programs and services that enhance user awareness of and access to library resources.

The RIS Librarian is a member of the Research and Instructional Services Department and participates fully in the programs and services of that department. As a member of the faculty, they serve on committees and task forces, and are encouraged to maintain an appropriate research and publication agenda. A particular focus of this position will be acting as the liaison with the Graduate School for graduate student programming such as the Dissertation Writers Retreat. This person will be the primary contact for students needing research guidance for dissertations and similar professional communications.

The specific duties, tasks, and responsibilities of this position are subject to change as technology advances and the needs and interests of the University Libraries, and the University of Memphis evolve over time.

VII. DUTIES AND RESPONSIBILITIES

- A. Assumes responsibilities as a librarian in one of the departments of the University Libraries.
1. Participates in providing and supporting the services and programs of the Research and Instructional Services Department.
 2. Takes responsibility for providing leadership and/or assistance with coordinating one or more of the departmental functions such as staff training, government publications, or reference collection care.
 3. The priority focus of this position within the RIS department is the active liaising with the Graduate School with regard to research support, graduate instruction and relevant programming including the Dissertation Writers Retreat and its variations.
 4. Serves as a member of the Core Instruction Team, providing individual and group instruction sessions,
 5. Participates in developing, implementing, and assessing the University Libraries' User Instruction Program including formal classes, tours, and online tutorials.

6. Participates in the development and management of course materials (print and electronic) supporting the instruction program.
 7. Develops and delivers user instruction in ways that best meet the needs of Libraries users.
 8. Participates in delivering formal and informal instruction for individuals and/or groups of Libraries users.
 9. Participates in providing direct user assistance at the Research Assistance Desk (RAD) on a scheduled basis including the evening and weekend rotations.
 10. Cooperates and collaborates with other Libraries personnel as needed to accomplish the goals of the department and/or the University Libraries.
 11. Supervises the work of Libraries 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 on committees and task forces in the Libraries, on campus, throughout the state and the region, as well as on the national level.
 4. 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 their own professional growth and development and contributes toward the achievement of the University Libraries' organizational mission.
1. May 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 appropriate area of research.
 2. May seek grant funding to support research or experimentation in their field(s) of interest.
 3. May 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 of, and actively participates in, appropriate professional organizations including attending conferences, serving on committees and holding office as evidence of providing service to the profession.
- D. Performs other duties as assigned.
1. Participates in Libraries-wide projects and activities as needed or assigned.
 2. Undertakes other tasks assigned by the Head of Research and Instructional Services and/or the Executive Director of University Libraries.

VIII. DIRECTION RECEIVED:

Reports to the Head of Research and Instructional Services and/or their designee.

IX. DIRECTION GIVEN:

May supervise the work of staff, student workers, or others, as needed.

X. JOB SPECIFICATIONS:

This is a 12-month, non-tenure track, clinical faculty position in the University Libraries that requires an ALA-accredited MLS/MLIS and appropriate, relevant library work experience. Experience or familiarity with the other functional areas of the department including staff training or reference collection development would be preferred. Faculty members are expected provide professional service to the university and the profession. Experience with doctoral-level research and writing is preferred.

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 needs of the Libraries and 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 and comfort using current technology to deliver or enhance teaching, learning, and/or user services.
- D. Experience with providing direct user assistance in a customer-focused service environment.
- E. Familiarity with issues involved in developing, delivering, and assessing user instruction and services.
- F. Ability to supervise the work of others.
- G. Demonstrably good oral and written communication skills.
- H. Must have good interpersonal skills and demonstrate a commitment to public service.
- I. Must be a forward-thinking self-starter who is able to work independently as well as a part of a team in a collegial environment.
- J. Able to assume responsibility, accomplish goals, and meet deadlines 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, coworkers, and the general public, in a courteous and professional manner.
- M. Must have good problem-solving skills and exercise sound judgment in dealing with a variety of issues and situations.

XIII. WORKING CONDITIONS:

The Research and Instructional Services Department provides one of the first points of contact between the Libraries and Libraries users in this technologically oriented research library. The position has an extensive public service component: While performing the duties of this job, the employee is required to communicate with multiple diverse constituents through written verbal, and auditory communication in person, by telephone, and/or electronically. The employee must be able to perceive written, digital, and auditory information. The employee must be able to independently navigate the campus and manipulate objects within the office space. The employee must be able to bend, stoop, and reach, and may be required/asked to lift up to 30 pounds and push and/or pull wheeled book trucks of books weighing up to 300 pounds when full. The employee might be required to climb ladders or work around or under furnishings and equipment to perform routine and ameliorative maintenance. Reasonable and appropriate accommodations may be requested. The instruction course load varies from semester to semester and is shared by Libraries' faculty and staff who participate in the instruction program.

Updated: June 2024