

Department: Research and Instructional Services

Title: Undergraduate Engagement Librarian

Classification: Assistant Professor

Position Number: 003292

Job Number: 11680

Job Description

This is a full-time, nontenure-track faculty appointment. The purpose of this position is to address the needs and promote the academic success of undergraduate students at the University, including supporting specific populations of undergraduate students, such as students from varied ethnic and cultural backgrounds, international students, and non-traditional students (ex. adult, transfer, veteran, degree completion, rural, First-Generation, disabled). The position helps provide direct user assistance at the Research Assistance Desk, virtual reference services, and through research appointments. Provides leadership in the Learning Engagement Team and collaboration with the Learning Experience Team within the Research and Instructional Services Department. As a member of the faculty, this position also serves on committees and task forces. Nontenure-track faculty are eligible for promotion to higher ranks by established criteria.

Responsibilities

Research and Instructional Services Responsibilities

- A. Provides and supports the services and programs of the Research and Instructional Services (RIS) Department and the University Libraries' User Instruction Program.
- B. Takes responsibility for providing leadership and/or assistance with coordinating the University Libraries' commitment to and support of the University's undergraduate educational initiatives as well as programs orienting new students, including first-year students and transfer students.
 - a. Develops specific programming addressing the needs and promoting the academic success of undergraduate students.
 - b. Cooperates and collaborates with personnel in and outside of the Libraries (e.g. Center for Academic Success and Achievement, Office of First-Generation Student Success, and TRIO) as needed to accomplish the goals of the department and the University Libraries.
- C. Supervises the work of library staff in the Learning Engagement Team.
- D. Provides individual research consultations and group library instruction sessions.
- E. Provides direct user assistance at the Research Assistance Desk (RAD) and through virtual reference services on a scheduled basis.
- F. Participate in the information literacy faculty development program.
- G. Volunteers for departmental programming and University Libraries outreach events.
- H. Performs other duties as assigned.
 - a. Participates in library-wide projects and activities as needed.
 - b. Undertakes other tasks assigned by the Head of Research and Instructional Services and/or the Dean of University Libraries.

Faculty Responsibilities

- A. Participates in faculty governance and provides input into library decision-making.
 - a. Participates in faculty meetings and works with colleagues to implement the agreements reached through collective decision-making.
 - b. Serves on committees and task forces in the libraries, on campus, throughout the state and the region, as well as on the national level.
- B. Maintains and documents a program of continual learning that promotes his/her own professional growth and development and contributes toward the achievement of the libraries' organizational mission, which may include activities such as:
 - a. Seeking grant funding to support research or experimentation in his/her field(s) of interest.
 - b. Seeking opportunities to publish research findings in professional publications and to make formal presentations at professional meetings.
 - c. Participating in appropriate professional associations by attending conferences, making presentations, serving on committees, and/or holding elected office.
 - d. Participating in formal and informal programs of continual learning that will enhance professional expertise and contribute to overall effectiveness as a faculty member.
 - e. Maintaining membership and actively participating in appropriate professional organizations.

Qualifications

This is a full-time, 12-month, nontenure- track, faculty position that requires an ALA accredited master's degree and appropriate, relevant library work experience.

Preferred Knowledge, Skills, and Abilities

- 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 providing direct user assistance in a customer-focused environment.
- E. Familiarity with issues involved in developing, delivering, and assessing user instruction and services.
- F. Ability to supervise the work of others.
- G. Good oral and written communication skills.
- H. Good interpersonal skills and demonstrate a commitment to public service.
- I. Be a forward-thinking self-starter who can 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 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. Good problem-solving skills and sound judgment in dealing with a variety of issue

Special Conditions

This position is exempt from wage and hour restrictions. Faculty are expected to work to the fulfillment of their duties and responsibilities as identified in the position description. The expectation is that University faculty will fulfill their work obligations on campus.