

- I. DEPARTMENT: University Libraries
- II. POSITION: Assistant Professor  
(Research & Instructional Services (RIS) Librarian, First-Year and First-Generation)
- III. CLASSIFICATION: Faculty
- IV. NAME OF INCUMBENT: Vacant
- V. V. POSITION No.: 3292

VI. JOB PURPOSE:

This is a full-time, nontenure-track faculty appointment. The purpose of this position is to address the needs of First-Year and First-Generation college students at the University. This position is one member of the team of library faculty and staff who provide instruction and information assistance to individuals and groups of Libraries users. S/he participates in providing direct user assistance at the Research Assistance Desk and participates in the User Instruction program. S/he may participate in planning, implementing, and evaluating instruction-related programs and services that enhance user awareness of, and access to, Libraries resources. The First-Year/First-Generation 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, he/she also participates in the University Libraries' collection development program, serves as library liaison to assigned department(s), serves on committees and task forces, and maintains an appropriate research and publication agenda. Nontenure-track faculty are eligible for promotion to higher ranks by established criteria.

In order to fulfill the mission and purpose of the University of Memphis, the specific tasks and responsibilities of all positions may be modified as the needs of the University Libraries change, and technology evolves.

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 the University Libraries' commitment to and support of the University's First- Year and First Generation educational initiatives. (First Year/First Gen)
  - 3. Develops specific programming addressing the needs of first-year/gen students.
  - 4. Participates in collaborative programs to enhance the pedagogical strategies of faculty in other departments, schools, or colleges.
  - 5. Serves as a member of the core instruction team, Research and Instructional Services Department, by providing individual and group instruction sessions in diverse subjects as needed,
  - 6. Participates in developing, implementing, and assessing the University Libraries' User Instruction Program including formal classes, tours, and online tutorials.
  - 7. Participates in the development and management of course materials (print and electronic) supporting the instruction program.
  - 8. Develops and delivers user instruction in ways that best meet the needs of Libraries users.

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9. Participates in delivering formal and informal instruction for individuals or groups of Libraries users.

10. Participates in providing direct user assistance at the Research Assistance Desk (RAD) on a scheduled basis including the evening and weekend rotations.
  11. Cooperates and collaborates with Personnel in and outside of the Libraries (e.g. Academic Coaching for Excellence and Student Success Programs) personnel as needed to accomplish the goals of the department and/or the University Libraries.
  12. 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 at 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 his/her own professional growth and development and contributes toward the achievement of the libraries' organizational mission.
1. Conducts qualitative 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. 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. Actively participates in appropriate professional associations by attending conferences, making presentations, serving on committees, and holding elected office.
  5. Participates in formal and informal programs of continual learning that will enhance professional expertise and contribute to overall effectiveness as a faculty member.
  6. 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 Research and Instructional Services and/or the Executive Director/Dean of University Libraries.
- VIII. DIRECTION RECEIVED:  
Reports to the Head of Research and Instructional Services and/or his/her designee.
- IX. DIRECTION GIVEN:  
May supervise the work of staff, student workers, or others, as needed.
- X. JOB SPECIFICATIONS:

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. 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 to provide professional service, conduct research, and publish their work in appropriate professional publications. A second graduate degree is highly recommended to be eligible for 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 needs of the library 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 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 and services.
- 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 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. Good problem-solving skills and sound judgment in dealing with a variety of issues.

**XIII. WORKING CONDITIONS:**

Technologically oriented academic research library where Information services and user instruction are means for improving access to library resources and services. Position has an extensive public service component requiring regular interaction with students, faculty, staff, and the general public in person, by telephone, and/or electronically. Position requires some standing, walking, bending, stooping, and reaching in order to assist library users. Individual might be required to climb on step ladders to reach library materials. 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 that might weigh up to 300 pounds when filled with books. The position may require travel to other locations to deliver instruction or other services to meet the needs of users at remote

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sites of the University. The instruction course load varies from semester to semester and is shared by libraries' faculty and staff who participate in the instruction program.