

I. DEPARTMENT: University Libraries

II. POSITION: Assistant Professor
(Research & Instructional Services (RIS) Librarian)

III. CLASSIFICATION: Faculty

IV. NAME OF INCUMBENT: Vacant V. POSITION No.: 002115

VI. JOB PURPOSE:

This position is one member of the team of library faculty and staff who provide information assistance to individuals and groups of library users. S/he participates in providing direct user assistance at the Research and Information Services Desk and participates in the User Instruction program. S/he participates 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, 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.

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. Serves as a member of the Core Instruction Team, providing individual and group instruction sessions,
4. Participates in developing, implementing, and assessing the University Libraries' User Instruction Program including formal classes, tours, and online tutorials.
5. Participates in the development and management of course materials (print and electronic) supporting the instruction program.
6. Develops and delivers user instruction in ways that best meet the needs of library users.
7. Participates in delivering formal and informal instruction for individuals and/or groups of library users.
8. Participates in providing direct user assistance at the Research and Information Services (RIS) desk on a scheduled basis including the evening and weekend rotations.
9. Cooperates and collaborates with other library personnel as needed to accomplish the goals of the department and/or the University Libraries.
10. 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 area(s) and/or department(s).
 4. Serves on committees and task forces in the libraries, on campus, throughout the state and the region, as well as on the national level.
 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, 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 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:

- A. This is a 12 month, tenure 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 government publications, 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 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 needs of the library and the responsibilities of the position.

XII. REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS

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