

Job Descriptions



George A. Smathers Libraries
Administrative Services and Faculty Affairs

422 Library West
PO Box 117024
Gainesville, FL 32611-7024
352-273-2595
352-392-4538 Fax
www.uflib.ufl.edu/pers/

POSITION VACANCY ANNOUNCEMENT

POSITION: Instruction and Outreach Librarian

RANK: Assistant or Associate University Librarian

REPORTS TO: Chair, Humanities and Social Sciences Library (Library West)

SALARY: Minimum salary \$50,283 at the Assistant University Librarian rank
Minimum salary \$58,179 at the Associate University Librarian rank
Actual salary will reflect selected professional's experience and credentials

REQUISITION #: 501741

DEADLINE DATE: May 1, 2017 - applications will be reviewed beginning April 5, 2017

Please note that this posting has specific instructions for the submission of application materials - see our website at: <http://web.uflib.ufl.edu/pers/careers.htm> or the APPLICATION PROCESS section below for further details. Failure to submit the required documents may result in the application not being considered.

JOB SUMMARY

The Instruction and Outreach Librarian at the George A. Smathers Libraries is a 12 month, tenure track faculty position, which serves as the instruction, outreach, and student engagement librarian with additional responsibilities supporting Library West's Humanities and Social Sciences (H&SS) reference and collection services. Develops and leads library programs related to student engagement and information literacy instruction. Connects the Libraries with campus-wide initiatives focused on student engagement, success, and academic wellbeing. As the liaison to the University Writing Program, Innovation Academy, the Honors Program, and the Dean of Students Office, develops customized information literacy programming and works with the Assessment Librarian to assess services to undergraduate students. Works closely with and provides training and support for all Library West faculty and staff members who teach. Coordinates all major H&SS instruction initiatives in collaboration with other branch libraries.

The Libraries encourages staff participation in reaching management decisions and consequently the Instruction and Outreach Librarian will serve on various committees and teams. To support all students and faculty, and foster excellence in a diverse and global society, the Instruction and Outreach Librarian will be expected to include individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives in work activities. The Instruction and Outreach Librarian will pursue professional development opportunities, including research, publication, and professional service activities in order to meet library-wide criteria for tenure and promotion.

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RESPONSIBILITIES:

1. Coordinates the Library West undergraduate instruction and information literacy program, including creating and updating instructional materials, videos, course guides, and tutorials using a variety of formats including print, digital, and web-based technologies such as LibGuides and social media.
2. Liaises with the University Writing Program (UWP), Innovation Academy (IA), the Honors Program, and the Dean of Students Office (DSO). Regularly communicates and meets with the departments' staff and faculty; provides specialized assistance to faculty and students. Builds and strengthens established relationships with groups on campus.
3. Actively pursues new humanities and social sciences outreach opportunities on campus; cultivates new constituencies and identifies new services.
4. Co-chairs the Smathers Libraries Instruction Committee and leads instruction and outreach strategies to promote and support library programs, services, and collections. Coordinates H&SS instruction programs with other libraries on campus.
5. Teaches sections of Introduction to Library and Internet Research (LIS2001). Leads the Libraries Instruction Committee in development of new content for LIS2001, supports other LIS instructors, and helps promote and market the course.
6. Provides reference services at the Research Assistance Desk, online via chat and email, and by appointment.
7. Defines goals, establishes objectives, plans and manages budgets, and coordinates collection development activities with other subject specialists and librarians.
8. Participates in appropriate professional development and continuing education endeavors and engages in scholarly research resulting in publication, including digital humanities projects.
9. Participates in planning, policy formation, and department decision-making relating to Library West services, collections, and new technologies.
10. Represents the Libraries in appropriate university, local, state, regional, and national bodies.
11. Participates in Library fundraising efforts.

QUALIFICATIONS

Required:

- Master's degree in Library and/or Information Science from an ALA-accredited program, or equivalent professional experience, plus advanced degree in subject specialty.
- Eight years of relevant, post graduate degree experience for appointment at the Associate University Librarian rank.
- Experience with in person and online instruction.
- Competence with information technologies and demonstrated effectiveness in integrating technology with traditional services and resources, particularly instruction.
- Excellent verbal and written communication skills, as well as strong presentation skills.
- Excellent analytical and organizational skills.
- Ability to work both independently and collaboratively as part of a team within a culturally diverse user community of faculty, students, staff, administrators, and the general public.
- Capacity to thrive in a dynamic environment, respond effectively to shifting needs and priorities of library constituents, and afford a willingness to be flexible with liaison and selector assignments as appointed.
- Flexible and forward-thinking approach to challenges and opportunities.
- Strong potential for meeting the requirements of tenure and promotion outlined at <http://library.ufl.edu/cdh>.

Preferred:

- Advanced degree in a related field in the humanities and/or social sciences, or in curricular design.
- Experience providing instructional services and outreach in an academic or research library environment.

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UNIVERSITY OF FLORIDA LIBRARIES

Instruction and Outreach Librarian

http://library.ufl.edu/pers/documents/instructionoutreachlib_pva_2017_final.pdf

- Experience in provision of online and in person reference assistance to users or experience with public service.
- Experience in the digital humanities.
- Experience managing collections in an academic or research library.
- Record of including individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientations, and perspectives in research, teaching, service and other work.

THE UNIVERSITY OF FLORIDA

The University of Florida (UF) is a major, public, comprehensive, land-grant, research university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities. UF was ranked 9th among public universities in Forbes' "America's Best Employers 2015. UF has a long history of established programs in international education, research and service. It is one of only 17 public, land-grant universities that belong to the [Association of American Universities](#). UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 50,000 students. For more information, please consult the UF homepage at <http://www.ufl.edu>.

UNIVERSITY OF FLORIDA LIBRARIES

The libraries of the University of Florida form the largest information resource system in the state of Florida. The UF Libraries consist of seven libraries on the Gainesville campus and three off-campus facilities; six of the campus libraries, and all of the off-site facilities, are in the system known as the [George A. Smathers Libraries](#) at the University of Florida. The remaining library is the [Lawton Chiles Legal Information Center](#). Collectively, the UF Libraries (the Smathers Libraries and the Legal Information Center) hold or provide access to over 5.45 million print volumes, 8,100,000 microfilms, 1.25 million e-books, over 152,000 full-text electronic journals, over 1100 electronic databases, 1.26 million documents and 1.35 million maps and images.

The UF Libraries have built a number of nationally significant research collections, including the Latin American, Judaica, Florida History, Children's Literature, and Maps and Imagery collections. The UF Libraries are a member of the Association of Research Libraries (ARL), the Center for Research Libraries (CRL), and the Association of Southeastern Research Libraries (ASERL). The library staff consists of more than 300 FTE librarians, technical/clerical staff and student assistants. The organizational chart is available at <http://www.uflib.ufl.edu/orgchart.pdf>.

HUMANITIES AND SOCIAL SCIENCES LIBRARY (Library West)

[The Humanities and Social Sciences Library](#) (Library West) is the largest branch library on the UF campus, with 17 faculty and 13 staff members, seating for 1,600 patrons, and 217 public computers, including iPads and other circulating technologies. Last year, Library West received over 1.2 million visitors. Renovated in 2006, the branch offers 18 group study rooms, a student video production space, faculty and graduate carrels as well as a limited-access floor for graduate students. One classroom is available with 19 computers for hands-on instruction. The Scott Nygren Digital Scholars Studio is a flexible space that allows seats to be arranged for individual or group projects, or auditorium style for presentations/workshops. Within the branch, there are four functional units: Research Assistance, Instruction and Outreach, Collections, and Circulation; these units are managed by coordinators who oversee the daily functions. See the [organizational chart](#) for current structure of the department.

COMMUNITY

Gainesville, Florida and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. Situated just over an hour from the Gulf of Mexico and the Atlantic Ocean, the city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers. In 2015, Gainesville was named the "Best Midsize College City in America" by WalletHub and

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TEMPLE UNIVERSITY LIBRARIES

Resident Librarian

Resident Librarian

Summary of Position

The Temple University Libraries Residency, open to recent graduates (last 1-5 years) of ALA-accredited master's degree programs, offers professional experience and the opportunity to be mentored in a technology-rich, academic research library. The residency program supports the Libraries' commitment to build a diverse staff, and is a member of the ACRL's Diversity Alliance. The two-year residency is designed to meet both the professional goals and interests of the Residents as well as the service and operational priorities of the Libraries. In the first year, the Residents will work in multiple functional areas, reporting up through the department head. With over 20 possible units to select from, areas of focus will be determined mutually by the Residents' interests and the needs of the Libraries. In the second year, the Residents will be expected to plan and execute a major project. Residents will provide service and gain valuable experience in multiple facets of academic librarianship through this process. The Residents will serve on library committees. Performs other duties as assigned.

Essential Functions of Position

*Works in a variety of units of the Libraries contributing to operations and special projects in each area. Each rotation will provide opportunities for exploration and service, helping the Residents to identify areas of interest and strength for future career choices.

*Works under the guidance of senior librarians during rotation assignments. Co-develops responsibilities, expectations, and projects for each rotation assignment with senior librarians and administrators.

*Participates actively in Libraries' committees, councils and task forces.

*Delivers presentations, attends national and regional conferences, and/or writes for professional publications.

*In the second year, the Residents will complete a significant yearlong project in one particular area of the Libraries.

Education & Experience

ALA-accredited Master's degree in Library Science, awarded no later than August, 2017.

Required Skills & Abilities

*Strong interest in the pursuit of a career in academic librarianship.

*General knowledge of print and electronic information resources.

*Ability to work successfully in a collegial team environment.

*An ability to adapt to varying work and management styles is highly desired; this program is designed around an employee working in several departments within the library.

*Interest in lifelong learning and in contributing to the profession through research projects and scholarly communication.

*An interest in professional development, research and scholarship.

TEMPLE UNIVERSITY LIBRARIES

Resident Librarian

- *Excellent oral and written communication skills.
- *Knowledge of current trends in academic libraries
- *MLS received within the last five years.

Preferred Skills and Abilities

- *Demonstrated commitment to principles of diversity
- *Enthusiasm for learning new technologies.
- *Experience in using data to drive decisions in reference, outreach and instruction practice

Compensation

Competitive salary and benefits package, including relocation allowance. Salary will be commensurate with qualifications and experience.

To apply

To apply for this position, please visit www.temple.edu, click on [Careers At Temple](#) at the bottom of the home page, and reference 17001253. For full consideration, please submit your completed electronic application, along with a cover letter and resume. Review of applications will begin immediately and will continue until the position is filled.

Temple University is an Affirmative Action/Equal Opportunity Employer with a strong commitment to cultural diversity.