

## Job Descriptions

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## Job Profile

**UCPL Number:**  
**Job Title:** Digital Media Commons (Student) Assistant  
**Date:** April 16, 2012  
**Faculty/Admin Area:** Libraries and Cultural Resources  
**Department/Unit:** Digital Media Commons  
**Job Family (if known):** OPA  
**Development Phase (if known):** Phase I

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**Nature of the Work** *(To whom position reports, complexity and amount of work/peak periods, other conditions: eg shift work, callout, dangerous or stressful conditions etc):*

Reporting to the Manager of the Digital Media Commons, the incumbent will be supporting new and cultural media learning services to a diverse cross-disciplinary environment of students, faculty and the public.

The Digital Media Commons (DMC) consists of space and technologies for students, faculty and the public to explore traditional and emerging digital collections, high-end Apple hardware, edit suites, touch tables, cutting edge gaming PCs, retro and contemporary gaming consoles and software as well as audio and visual carrels. It is intended to be a place to facilitate exploration and creation of new and cultural media forms such as animation, soundscapes and maintaining a progressive position in new and cultural media applications within an academic environment.

**Primary Purpose of the Position** *(Key purpose, functions, roles):*

The primary purpose of this position is to provide operational support for digital media equipment and software within the Digital Media Commons including Mac Pro computers, Magic Planet digital globe, SMART Touch Tables, PC and Mac A/V Edit suites, DJ Controller/Mixers, Gaming PCs, retro and contemporary gaming consoles, 3-D Printers and scanners, and providing operational support for Audio/Video previewing stations and auditory and visual collections in the

Visual and Performing Arts (VPA) department.

The position plays an important role assisting the manager in ensuring the smooth daily operations of the Digital Media Commons. This requires working closely with students, Faculty, staff and members of the public.

**Qualifications/Expertise:**

**Required**

Completion of some courses in Computer Science or a digital media related discipline

Strong background in Mac and PC's

Excellent skills in working with people in a problem-solving and support environment

Excellent written and verbal communications skills

Experience setting up and installing hardware and software,

Relevant working knowledge of digital media creation software

Experience with troubleshooting and support of computer equipment

Experience with gaming hardware (PC, console, handheld)

Experience in SMART technology, including touch tables

Experience with A/V viewing/listening equipment

**Accountabilities, Tasks, and Duties** *(Results and outcomes expected when roles are carried out successfully, with supporting details on how results are accomplished):*

**Maintenance**

Technical systems are fully functional and available to users whenever the Digital Media Commons (DMC) is open to the public.

New software is installed as requested and required

Ensure equipment and area is clean and presentable

Diagnose and correct simple hardware problems

Assist users with both hardware and software problems

Train users in the use of various technologies, with the goal being user competence and independence

**Client Services**

Users are courteously provided with information and advice about programs and services offered by the Digital Media Commons.

Users are provided with necessary technical assistance to operate audio/visual and digital media equipment.

Users are provided with access to reserved equipment, media and facilities in the DMC and Visual and Performing Arts

Users and potential users are aware of programs and services offered via DMC and VPA

Ensure users are following proper policies and procedures when booking and using equipment  
Host and/or assist with workshops for students on Digital Media related topics

#### Communications / Relationships

Tracking usage of DMC technologies and applications  
Collecting examples of digital media creations completed using DMC technologies for promotional purposes  
Informs Digital Media Commons Manager of emergencies and new developments in a timely manner  
Ability to work independently and as part of a team  
Ensures that the Manager is kept informed of activities and progress of work; shares information regarding projects and activities with others  
Collaborate and communicate directly with Visual and Performing Arts and other LCR service points staff

#### Occupational Health & Safety

- Understands and complies with the requirements of the University's Occupational Health and Safety Policy.
- Has knowledge of and understands the expectations of the University's Occupational Health and Safety Management System (OHSMS) and applicable Faculty/Departmental/Unit specific health and safety policies and procedures.
- Ensures that all work conducted is in accordance with the Alberta Occupational Health and Safety Act, Regulation and Code and other health and safety legislation as applicable

#### Core Competencies

The University has established 8 core competencies that flow from its mission and values. Competencies define the behaviours, knowledge and skills important for University of Calgary staff. Further information about the 8 competencies and detailed definitions can be accessed on the Human Resources website at [www.ucalgary.ca/hr](http://www.ucalgary.ca/hr), or through contacting Human Resources.

Each of the 8 competencies is important for staff at the University. Applying relative weightings to them identifies which of the 8 are especially important for a particular position. Relative weightings assist with selection and performance development processes. Most job profiles have 3 to 4 competencies selected as having CRITICAL IMPORTANCE, with the rest being selected as having CORE IMPORTANCE. Please choose the relative weightings below.

1. **COMMUNICATION** *(Ability to share information in an effective and collaborative manner)*

Critical Importance

2. **INNOVATIVENESS/INITIATIVE** *(Ability to be creative, challenge and demonstrate initiative to generate improvements and foster positive outcomes)*

Core Importance

3. **TEAMWORK** *(Ability to function effectively in team situations both within and across departments and other organizations to achieve optimal collective results)*

Core Importance

4. **KNOWLEDGE AND TECHNICAL SKILLS** *(Ability to demonstrate proficiency in technical and job knowledge aspects of the position to achieve a high level of performance. An ability and a desire to learn)*

Critical Importance

5. **PERSONAL EFFECTIVENESS** *(Ability to demonstrate respect, dignity and integrity in interpersonal relationships and to demonstrate positive personal coping and wellness strategies)*

Core Importance

6. **UNIVERSITY UNDERSTANDING** *(Ability to demonstrate effectiveness within the University environment and demonstrate an understanding of the University context)*

Core Importance

7. **LEADERSHIP** *(Ability to achieve positive outcomes by encouraging, supporting, coaching, developing and mentoring others)*

Core Importance

8. **FLEXIBILITY** *(Ability to adapt and respond to the changing environment and to constructively create opportunities for change through active participation)*

Critical Importance

Staff Member:

Date (yy-mm-dd):

Team Leader/Supervisor:

Date (yy-mm-dd):

Dean/Director (optional):

Date (yy-mm-dd):

## NORTH CAROLINA STATE UNIVERSITY LIBRARIES

### EMERGING TECHNOLOGY SERVICES LIBRARIAN VACANCY ANNOUNCEMENT

The NCSU Libraries has a well-earned reputation for creating adventurous library spaces and innovative services that delight today's students and researchers. Soon we will open a magnificent new library that promises to be nothing less than the best learning and collaborative space in the country. Located on NC State's Centennial Campus, the [James B. Hunt Jr. Library](#) will be an iconic space, a place where people gather to explore new ways to research, learn, experiment, collaborate, and affect the world. Designed as a working incubator for educational technology, this is a library that features dynamic video walls, computing and visualization spaces, gaming and media labs, and group collaboration rooms, as well as 2 million print volumes housed in the bookBot, an automated book delivery system. The Hunt Library will serve as a second "main library," complementing the D. H. Hill Library, with services focused on the Centennial Campus community. [Centennial Campus](#), adjacent to NC State's main campus, includes the colleges of Engineering and Textiles, more than 75 science and technology research centers, and 60+ corporate, government, and non-profit partners. If you are a person who would like to provide a new generation of library users with everything they can imagine and more, consider applying for the following position.

The NCSU Libraries invites applications and nominations for the position of **Emerging Technology Services Librarian** to join the Learning Commons team. The NCSU Libraries has a [Learning Commons](#) in the D. H. Hill Library and will offer two large Learning Commons in the Hunt Library. These Commons are active, collaborative, comfortable spaces with workstations, productivity software, group work areas, and flexible seating. Learning Commons staff and trained student peer advisors provide research and technology assistance and programming to support users of these spaces.

#### Responsibilities

The Emerging Technology Services Librarian

- provides frontline services for digital media and technology equipped spaces in the James B. Hunt Jr. Library, including the Technology Showcase, gaming lab, group studies, and media rooms
- manages the technology-lending program at Hunt Library, working closely with students and faculty to identify emerging needs for new devices and software
- recruits, trains, and supervises students who provide peer-to-peer support and instruction for related services
- publicizes the Libraries' digital media resources and technology services and updates and maintains related information on the Libraries' website
- participates in library planning, serves on library-wide committees, task forces, and teams

NCSU librarians are expected to be active professionally and to contribute to developments in the field. Reports to the Director of Learning Commons Services.

#### Required qualifications:

- ALA-accredited MLS or equivalent advanced degree in library or information science
- experience with digital media including some combination of video and audio production, 3D modeling, data visualization, and/or game design
- demonstrated commitment to creative, high-quality library services and facilities
- outstanding written and oral communications and interpersonal skills
- supervisory ability and the ability to work both independently and in a team environment
- evidence of ability for ongoing professional development and contribution

#### Preferred qualifications:

- knowledge of applications of current and emerging digital media technologies as they contribute to meeting the needs of students and researchers

•relevant experience, including engagement with a user community

#### **The Libraries, the University, and the Area**

The NCSU Libraries and its staff have won numerous awards, including the first Association of College and Research Libraries' **Excellence in Academic Libraries Award**, *Library Journal's Librarian of the Year*, **Paraprofessional of the Year**, and six **Movers and Shakers** awards. The library system currently consists of the D. H. Hill Library and branch libraries for design, natural resources, textiles, and veterinary medicine, with the James B. Hunt Jr. Library opening soon. With a staff of 260+ FTE, the Libraries has more than 4.4 million volumes in its collection, acquires more than 62,000 print and electronic serials, and has a total annual budget of over \$25 million, with approximately \$9.5 million allocated to collections. The Libraries is the host site for NC LIVE, a multi-type library initiative making digital resources accessible to North Carolina residents.

The NCSU Libraries is a member of the Association of Research Libraries, the Digital Library Federation, the Coalition for Networked Information, the Scholarly Publishing and Academic Resources Coalition, the Council for Library and Information Resources, and the Center for Research Libraries. Duke University, the University of North Carolina at Chapel Hill, North Carolina Central University, and North Carolina State University form the Triangle Research Libraries Network (TRLN), with combined resources exceeding 14 million volumes and collections budgets totaling more than \$30 million.

Recognized as one of the nation's leading universities in science and technology, with strong programs in the humanities and social sciences, NC State offers degrees through the Colleges of Agriculture and Life Sciences, Design, Education, Engineering, Humanities and Social Sciences, Management, Natural Resources, Physical and Mathematical Sciences, Textiles, and Veterinary Medicine. As the largest academic institution in the state, NC State enrolls more than 34,000 students and offers doctoral degrees in 61 fields of study. The university is ranked third among all public universities (without medical schools) in industry-sponsored research expenditures and has more than 660 active patents. NC State is a national leader in networking technologies and a charter member of the North Carolina Networking Initiative (NCNI), an Internet2 initiative with the most advanced operational networking system infrastructure in the nation.

Between the mountains of the Blue Ridge and the shores of the Outer Banks lies North Carolina's Research Triangle of Raleigh, Durham, and Chapel Hill. One of the nation's premier concentrations of academic, corporate, and public research, the area combines moderate year-round temperatures, rolling hills, championship college athletics, and a rich diversity of cultural events. The Triangle consistently ranks high on lists of desirable American communities, including recent ratings by *Forbes* as the number-one place for business and careers and as the number-two spot for young professionals.

#### **Salary and Benefits**

The Libraries offers a highly competitive salary in recognition of applicable education and experience for this position. Librarians have non-tenure track faculty status (without levels of rank). Benefits include: 24 days vacation, 12 days sick leave; State of NC preferred provider medical insurance, and state, TIAA/CREF, or other retirement options. Additional and optional dental, life, disability, deferred compensation, and legal plans are offered. Tuition waiver program for all campuses of The University of North Carolina is available. More benefits information is available at <http://www7.acs.ncsu.edu/hr/benefits/>

#### **Application process and schedule**

Applications will be reviewed upon receipt; applications will be accepted until finalist candidates are selected. Candidates are encouraged to apply as soon as possible to receive full consideration. The nomination committee may invite candidates for confidential, pre-interview screenings. Appointment requires successful completion of background check. This position is available immediately; start date is negotiable.

Applicants must apply through the NC State University online employment website at <http://jobs.ncsu.edu/postings/677>. Complete application, and attach cover letter and résumé, with contact information for four current, professional references. For assistance with this process contact NCSU Libraries Personnel Services Office (919) 515-3522.

*Affirmative Action/Equal Opportunity Employer  
NC State welcomes all persons without regard to sexual orientation  
Persons with disabilities requiring accommodations in the application and interview process please call (919) 515-3148.*

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**POSITION DESCRIPTION**

**SIU CARBONDALE  
LIBRARY AFFAIRS**

**Title of Position:** Lecturer (Science Librarian)

**Appointment:** Lecturer, full-time, 12 month, term, renewable, Non-Tenure-Track

**Responsibilities:** Under the general direction of the Associate Dean for Information Services and responsive to input from the Dean of Library Affairs, the Science Librarian provides reference, instruction, liaison, collection development, outreach, and general library services to the University community. Specific responsibilities include:

- Assists patrons at the Information Desk with research and reference questions, including limited nights and weekends. Provides general reference service via face-to-face, online, email, chat, phone, and consultation means.
- Instructs students and faculty in the use of library resources and technologies, as well as in information access, evaluation, and management in face-to-face and online settings as appropriate. Assists in the development of instructional curricula (including for credit and non-credit courses), online learning modules, web pages, user guides, and assessments.
- Serves as subject specialist and liaison to departments covering Science disciplines, providing formal and informal instruction in library research for these departments. Assists with subject-specific research queries in areas of expertise. Identifies opportunities for outreach and strategic partnerships with specific SIU departments based on expertise.
- Assists with student recruitment, orientation, and retention strategies.
- Selects monographs and recommends other resources for science disciplines. Participates in other collection development activities as needed.
- Participates in the library's scholarly communication initiatives, including the population of the Institutional Repository.
- Serves on library and university committees.
- Other duties and responsibilities as assigned.

**Required Qualifications:**

- ALA-accredited master's degree in Library Science (MLS) awarded by date of appointment.
- Bachelor's degree in a science or engineering discipline.
- Proficiency in the use of general and subject-specific reference resources and in conducting library research.
- Experience creating web-based guides and tutorials (e.g., LibGuides).
- Working knowledge of a wide variety of information technology applications (e.g., Microsoft Office) and databases.
- Excellent interpersonal and oral and written communication skills.
- Demonstrated strong organizational skills, including the ability to manage projects, and multiple tasks while meeting deadlines and solving problems in a complex and dynamic environment.
- A strong customer-service orientation.
- Demonstrated ability to work independently and collaboratively with diverse faculty, staff, and students in a rapidly-evolving, team-oriented environment.



**Preferred Qualifications:**

- Additional master's degree in a science or engineering discipline.
- Speaking, reading and writing knowledge of a second language.
- Experience working in an academic library.
- Teaching experience.
- Collection development experience.
- Familiarity with online learning management systems and tools.
- History of working with diverse populations and college students.
- Experience writing, obtaining, and managing grants.

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Incumbent

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Date

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Associate Dean for Information Services

\_\_\_\_\_  
Date

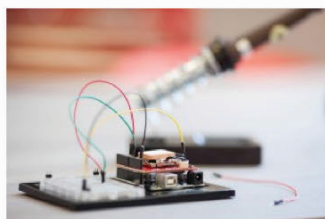
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Dean of Library Affairs

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Date

## Expanding Our Makerspace Community

By Laura Miller · May 5, 2015

*Are you a UVA graduate student or upper-level undergraduate in the humanities? Interested working in our Makerspace?*



Our Makerspace is designed to foster experimentation with 3D modeling and printing, physical computing (e.g. Arduino, wearables) and more. We are seeking part-time student consultants to help maintain the public space, field users' basic maker and general computing questions, and connect researchers to Scholars' Lab staff when necessary. When not actively engaged with users, students will be asked to experiment with the equipment, to pursue their own research, and to publish their processes and observations on the Scholars' Lab blog. They will also be expected to conduct informal workshops to train new users.

Experience with 3D modeling and printing, electronics, sewing, and/or programming preferred, but can be learned on the job. The successful candidate will be able to work up to 10 hours per week.

An important aspect of the maker culture is apprenticeship and supporting makers in their pursuit of professional experience. We are looking for motivated individuals who are capable of working independently and value the opportunity to engage with and support a growing community. Benefits of the job may include: access to expertise and mentoring in your field of interest, use of equipment and tools, and ability to shape Scholars' Lab workshops and programming.

Candidates should include a cover letter discussing their interest in working in the Scholars' Lab, detailing any experience or interest in participating in a maker space, and outlining any previous experience with public service or assisting others in using technology.

If you would like to apply, please fill out an application in [CavLink](#).