

Position Descriptions



Libraries & Information Technology Human Resources

*Professional Position Posting***Humanities Librarian, English Literature**

Department:	Emory Libraries, Humanities Team
Salary:	Commensurate with qualifications and experience
Position Availability:	Immediately

The Emory Libraries seek an energetic, user-oriented, and collaborative professional to serve as a Humanities Librarian on the Humanities Team with a subject area focus of English Literature. Emory's well-ranked and dynamic English department includes 40 faculty, over 50 graduate students, and more than 150 undergraduate majors. The successful candidate will be highly knowledgeable in the field of English and American Literature, have a passion for the research, teaching and learning mission of the University, and understand the Libraries' role in the advancement of that mission. S/he will possess excellent communication, interpersonal, and team skills. This position offers an opportunity for strategic and interdisciplinary approaches to the selection, teaching, discovery, and delivery of digital and print information resources.

Position Duties

Reporting to the Humanities Team Leader, the Humanities Librarian will be involved and engaged in the entire life-cycle of research, teaching and learning processes. S/he will collaborate with and support faculty in course-specific ways, including providing point-of-need instruction sessions and assignments, research guides and/or tutorials. Focused primarily on the English department, the librarian will provide a full range of subject specific library services to include collection development, consultation, instruction, reference services, and assessment. The librarian will also work closely with other librarians and units to understand and integrate area research and curricular needs with the Libraries' collections and services. Partnering with fellow subject librarians, other Library & Information Technology Services (LITS) units, and campus organizations, the Humanities Librarian will work to create and sustain strong relationships with the Manuscript, Archives, & Rare Book Library (MARBL), Emory's Center for Digital Scholarship (ECDS), and Academic Technology Services to engage in evolving campus digital scholarship initiatives. Finally, s/he also will work the reference desk an average of 3 hours a week. Specific duties include:

- Serves as primary liaison to and actively develops professional relationships with faculty, students and staff in assigned subject area. May include other areas within the Humanities Team if needed.
- Plans and delivers innovative reference and instruction services; teaches research tools and skills relevant to the discipline, develops content for subject-based web pages, and collaborates with faculty to achieve information and digital literacies and archival pedagogy learning outcomes in course-specific ways.
- Provides in-depth, specialized consultation in support of the entire research lifecycle; contributes to University efforts to assess and promote institutional scholarship.
- Assists faculty engaged in digital scholarship projects and teaching-and-learning-with-technology initiatives; collaborates as needed with ECDS and Academic Technology Services.
- Partners with other libraries, especially research services in MARBL, to promote teaching and research with primary evidence materials.
- Develops and manages excellent electronic, multimedia, and print collections in English and American literature to support the research and teaching needs of the Emory University community, promotes resources using current tools and technologies, and collaborates with colleagues in related fields to acquire materials, especially the curators in MARBL.

- Provides marketing and assessment of library services.
- Participates in professional and scholarly associations.
- Maintains up-to-date professional knowledge and skills in areas related to primary job assignment as well as maintains general knowledge of current trends in higher education, academic libraries, and information and educational technology.
- Adheres to guidelines outlined in the *Handbook Governing the Librarian series for Faculty-Equivalent Librarians* to ensure appointment, appointment renewal and promotion-in-rank
- Participates in library and campus committees as appropriate for service purposes.

Required Qualifications

- ALA-accredited master's degree in Library and Information Science or equivalent education and experience (subject expertise).
- Advanced degree in English Literature or related discipline.
- Demonstrated knowledge and experience with instruction, information literacy, and assessment of library services and resources.
- Familiarity with new technologies, such as text-mining, network analysis, data-visualization, and other digital applications relevant to the study of English literature.
- Commitment to user-centered library services.
- Strong interest in technology and tools for research and teaching
- Strong understanding of the key issues and trends in instruction, collection development, research, and reference in the subject area of English.
- Knowledge of scholarly communication issues and trends within the literature disciplines.
- Evidence of excellent communication, public speaking, teaching, writing and analytical skills.
- Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty, staff, and student population.
- Demonstrated willingness to respond to new opportunities with initiative, creative energy, and leadership.
- Evidence of active participation, involvement, and leadership in local, state, regional, national, or international professional or scholarly associations.

Preferred Qualifications

- Practical knowledge of ACRL's Framework for Information Literacy for Higher Education.
- Experience working with Aleph, ALMA, vendor sites, like YBP's GOBI, libguides, LibAnswers, and other assessment tools.
- Background and/or interest in other humanities disciplines, such as comparative literature or classics.

Application Procedures

Interested candidates should review the applications requirements and apply online at

https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?partnerid=25066&siteid=5449&areq=53093br

Applications may be submitted as Word or PDF attachments and must include:

- 1) Cover letter of application describing qualifications and experience;
- 2) Current resume/vita detailing education and relevant experience; and
- 3) On a separate document list the names, email addresses, and telephone numbers of 3 professional references including a current or previous supervisor.

Candidates applying by June 26, 2015 will receive priority consideration. Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women and minorities.

General Information

Professional librarians at Emory Libraries are 12-month faculty-equivalent positions evaluated annually with assigned ranks renewable for 3 or 5 years based on experience and background. Appropriate professional leave and funding is provided. Depending on educational credentials and position, librarians may be considered for a shared/dual appointment between the library and academic department as a faculty member.

Librarian appointees at Emory generally have educational credentials and professional backgrounds with academic library experience and/or disciplinary knowledge and demonstrate a commitment to continuous learning, professional engagement and involvement, research and scholarship, creativity, innovation, and flexibility. Such backgrounds will normally include a graduate degree from an ALA-accredited library and information science program AND/OR a discipline-specific master's OR doctoral degree. In addition to professional competence and service within the library in the primary job assignment, advancement and/or appointment renewal requires professional involvement and contributions outside of the library and scholarly activities. Candidates must show evidence or promise of such contributions.

Emory provides an extremely competitive fringe benefit plan that includes personal leave, holiday pay, medical and dental plans, life insurance, courtesy scholarships, and tuition reimbursement just to name a few. For a full list of benefit programs, please go to <http://www.hr.emory.edu/eu/benefits/>.

Description of Institution and Library

Emory University is internationally recognized for its outstanding liberal arts college, superb professional schools, and one of the South's leading health care systems. Emory's beautiful, leafy main campus is located in Atlanta's historic Druid Hills suburb and is home to 7,836 undergraduates and 6,677 graduate and professional students. As the third largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately 27,937 and an annual operating budget of \$4.3 billion. Emory University received \$507.1 million in research funding in 2013. Emory recently concluded a successful fundraising campaign that raised \$1.69 billion from 149,000 donors.

Ranked among the top 25 Association of Research Libraries (ARL) in North America, Emory University Libraries in Atlanta and Oxford, Georgia are an intellectual commons for Emory University. Comprised of 9 libraries, the holdings include more than 3.9 million print and electronic volumes, 83,000-plus electronic journals, and internationally renowned special collections. Emory is well known in a number of collection areas including modern literature, African-American history and culture, U.S. Southern history and culture, and U.S. civil rights. Emory Libraries staff number approximately 137 and the overall library budget is approximately \$25.3 million. The Emory Libraries is a member of the Association of Research Libraries (ARL), the Coalition for Networked Information (CNI), the Center for Research Libraries (CRL), the Council on Library and Information Resources (CLIR), the Digital Library Federation (DLF), International Federation of Library Associations and Institutions (IFLA), and the Scholarly Publishing & Academic Resources Coalition (SPARC) as well as regional associations including the Association of Southeastern Research Libraries (ASERL), Georgia Library Learning Online (GALILEO), and the GETSM Consortium (a consortium of the University of Georgia, Emory, Georgia Tech, Georgia State University, and Georgia Regents University).

The Emory Libraries include the Robert W. Woodruff Library, which is also home to the MARBL. Other campus libraries, which serve the specialized and professional schools, include the Goizueta Business Library, the Woodruff Health Sciences Library, the Pitts Theology Library and the Hugh F. MacMillan Law Library in addition to the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta.

– 18 July 2014

EEO/AA/Disability/Veteran Employer

Clinical Services Librarian

Clinical services librarians at the University of Louisville (UofL) Kornhauser Health Sciences Library serve as an information expert for clinical departments and researchers including their staff, residents, faculty, attending physicians, nurses and students.

Responsibilities include:

- Serving as a clinical librarian embedded within clinical departments
- Engaging with users in their preferred environments, typically outside the library
- Building a collaborative relationship within clinical departments to support information literacy and evidence based practice
- Actively participating in hospital rounds, morning report and evidence- based healthcare teaching sessions
- Collaborating with clinical faculty, residents or students on journal clubs, seminars, systematic literature review projects, and other clinical forums
- Providing immediate information as requested using current technology and resources
- Keeping students, faculty, and staff in touch with emerging technologies and electronic information tools in the field of medicine
- Participating in the development of the Kornhauser Health Sciences Library's clinical library services program
- Participating in the management of the library
- Providing service at library information desk
- Engaging in scholarship and activity in appropriate professional organizations

Required Qualifications

- Master's degree from an ALA-accredited program or international equivalent in library or information science
- Excellent presentation and relationship building skills
- Ability to think and react quickly in an intense clinical environment
- Experience using biomedical and evidence based practice literature, research, and clinical tools
- Demonstrated ability to learn and use new technologies
- Demonstrated ability to communicate effectively in multiple formats to diverse audiences
- Demonstrated evidence of initiative and flexibility with planning and problem-solving
- Proven ability to work creatively, collaboratively and effectively as both a team member and independently
- Demonstrated commitment to health sciences librarianship
- Potential to meet promotion and tenure requirements

Desirable Qualifications

- Experience working with users in their environments, as opposed to traditional library services
- Understanding of evidence-based practice
- Experience in a health sciences library
- Experience using EndNote or similar citation management software
- Health sciences background
- Additional graduate degree or certification in a related discipline



POSITION DESCRIPTION

Working Title: Global Public Health Librarian

Supervisor: Kate McGraw, Assist. Depart. Head for User Services

Date Completed: May 5, 2015

Primary purpose of position:

The Librarian will provide client-centered information and education services using a variety of methods and technologies with a primary focus on serving researchers, faculty, students and staff in the Gillings School of Global Public Health. Work is performed in client settings and in the library. Information services are provided through office hours in the school, consultations, chat, email, telephone, and the User Services Center. Education services are provided by offering curriculum integrated instruction and by developing online user guides and tutorials. The person in this position will also contribute to the Health Sciences Library's Global Engagement initiatives and work with the Area Health Education Centers staff to meet the needs of public health practitioners and students across the state.

Principal responsibilities:

- Initiate relationships with researchers, faculty, staff, and students working in cross-disciplinary public health courses, programs, centers, and institutes (both on and off campus) to identify and fulfill needs for information and education services.
- Maintain current knowledge and share expertise in searching the wide range of information tools used in public health, particularly in the areas of global health, health statistics and informatics.
- Maintain and share knowledge of innovative information, education and communication methods and tools, especially as they relate to public health practice.
- Develop an understanding of the research themes important to the School and identify ways the Library can support and partner with public health researchers.
- Actively develop local, regional, national and international collaborations to advance the strategic directions and Global Engagement initiatives of the Library.
- Pursue research and professional development activities appropriate to maintaining or advancing appointment rank.

REQUIRED Knowledge, Skills and Abilities:

- ALA-accredited Master's degree in library or information science.
- Minimum two years of experience as a health sciences librarian or comparable work providing health information services.
- Ability to demonstrate knowledge of public health information sources and how they are used in public health education, research and practice.
- Ability to provide and assess information competency instruction for both in-person and distance education students.
- Excellent oral and written communication skills.
- Flexible self-starter with demonstrated ability to discover and use innovative approaches.
- Ability to work effectively and collaboratively with diverse colleagues, students, faculty, and researchers.
- Demonstrated commitment to continued professional development.

PREFERRED Knowledge, Skills and Abilities:

- Public health education or work experience.
- Knowledge of the systematic review process.

- Experience partnering with researchers conducting systematic reviews.
- Current experience using instructional technology tools for distance education.
- Experience finding funding opportunities or writing grants.
- Experience using EndNote, RefWorks and similar products.
- Experience developing online content using web tools such as LibGuides, blogs, wikis, MOOCs.

FIND (WWW.LIB.NCSU.EDU/FIND)

[HOME \(/\)](#)

[JOBS \(/JOBS\)](#)

[EPA \(/JOBS/EPA\)](#)

VACANCY ANNOUNCEMENT: RESEARCH LIBRARIAN FOR ENGINEERING AND BIOTECHNOLOGY

Vacancy Announcement: Research Librarian for Engineering and Biotechnology

NORTH CAROLINA STATE UNIVERSITY LIBRARIES

VACANCY ANNOUNCEMENT

RESEARCH LIBRARIAN FOR ENGINEERING AND BIOTECHNOLOGY

The NCSU Libraries has a well-earned reputation for creating adventurous library spaces and innovative services that delight today's students and researchers. The award-winning [James B. Hunt Jr. Library \(/huntlibrary\)](#), opened in 2013 on NC State's [Centennial Campus \(http://centennial.ncsu.edu\)](#), offers faculty and students access to advanced technologies such as large-scale visualization, simulated environments, 3D imagery, and interactive computing that are enabling revolutionary ways to see and use information. An iconic building that captures NC State's spirit of innovation in education and research, the Hunt Library is recognized as one of the world's most creative learning and collaborative spaces and a model for "the library of the future." The D. H. Hill Library, serving the main campus, combines the best of tradition and innovation, housing special collections and a beautiful gallery alongside vibrant, experiential spaces such as the Learning Commons, Technology Sandbox, Visualization Studio, and Makerspace. 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 this position.

The NCSU Libraries invites applications and nominations for the **Research Librarian for Engineering and Biotechnology**. NCSU research librarians collaborate actively with faculty members, students, and researchers, supporting their disciplinary and interdisciplinary research and scholarship across its life cycle and offering expertise in emerging technologies; data science, analytics, and management; and visualization. NC State University has made a strategic investment in supporting interdisciplinary research by establishing the [Chancellor's Faculty Excellence Program \(/faculty-clusters\)](#), a "faculty cluster" initiative to address major global challenges. Many of the 20 cluster themes involve engineering and the biosciences. Reporting to the Director of Centennial Campus Research Services and based in the James B. Hunt Jr. Library, this position supports research and teaching in interdisciplinary areas such as biomedical engineering, biotextiles, bioinformatics, and translational regenerative medicine.

Responsibilities

The Research Librarian for Engineering and Biotechnology:

- › Performs outreach to engage faculty throughout the life cycle of research and teaching.
- › Provides research consultation services for faculty and students.
- › Supports and enables faculty and students in the use of data analysis, visualization applications, and technology-rich library spaces such as visualization labs.
- › Supports data management needs of researchers.

- › Provides instruction on research skills and data literacy to students in the sciences and engineering.
- › Contributes to collaborative collection development in engineering and biotechnology disciplines.
- › 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.

Required qualifications:

- › ALA-accredited MLS, MIS, or equivalent advanced degree in library/information science.
- › Academic preparation in engineering, life sciences, health sciences, or equivalent discipline or relevant experience in these areas.
- › Understanding of information sources and research methods in the sciences and engineering.
- › Ability to provide exceptional service to a diverse clientele.
- › Ability to work independently and in a team environment.
- › Excellent interpersonal skills; ability to communicate effectively, both orally and in writing.
- › Capacity to thrive in an exciting, ambiguous, future-oriented environment and to respond effectively to changing needs and priorities
- › Evidence of ability for ongoing professional development and contribution

Preferred qualifications:

- › Advanced degree in engineering, life sciences, health sciences, or equivalent discipline.
- › Demonstrated success in faculty and student engagement.

The Libraries, the University, and the Area

The NCSU Libraries has been recognized with numerous national and international awards, including the first Association of College and Research Libraries **Excellence in Academic Libraries Award**; the **Stanford Prize for Innovation in Research Libraries** and the **American Institute of Architects/American Library Association Building Award** for the Hunt Library; two **John Cotton Dana Library Public Relations Awards**; and Library Journal's **Librarian of the Year, Paraprofessional of the Year, and eight Movers and Shakers** awards. The library system consists of the D. H. Hill Library, the James B. Hunt Jr. Library, and branch libraries for design, natural resources, and veterinary medicine. With a staff of almost 300 FTE, the Libraries has more than 4.6 million volumes in its collection and has a total annual budget of over \$30 million. 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 17 million volumes and collections budgets totaling more than \$40 million.

North Carolina State University is dedicated to excellent teaching, the creation and application of knowledge, and engagement with public and private partners. By uniting its strength in science and technology with a commitment to excellence in a comprehensive range of disciplines, NC State promotes an integrated approach to problem solving that transforms lives and provides leadership for social, economic, and technological development. NC State offers degrees through the Colleges of Agriculture and Life Sciences, Design, Education, Engineering, Humanities and Social Sciences, Management, Natural Resources, Sciences, Textiles, and Veterinary Medicine. As the largest academic institution in the state, NC State enrolls more than 34,000 students, offering bachelor's and master's degrees in more than 120 fields of study and doctoral degrees in 67 disciplines. The university is ranked third among all public universities (without medical schools) in industry-sponsored research expenditures and has more than 660 active patents.

North Carolina's Research Triangle of Raleigh, Durham, and Chapel Hill lies between the mountains of the Blue Ridge and the shores of the Outer Banks. 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. *Businessweek* rated Raleigh as "the best American city" in 2011, and recent rankings by *Forbes* name the Triangle 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://www.ncsu.edu/human_resources/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 <https://jobs.ncsu.edu/> (https://jobs.ncsu.edu/). Search in the keyword box by position number 00001596. Complete application, attach cover letter and résumé, and provide 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 or genetic information

Persons with disabilities requiring accommodations in the application and interview process please call (919) 515-3148.

06/15



222 Waverly Avenue, Syracuse NY 13244-2010
315-443-2093 | <http://library.syr.edu>

Librarian for the David B. Falk College of Sport and Human Dynamics

INFORMATION AND RESEARCH SUPPORT SERVICES

- » Serve as subject specialist and as liaison to programs located in the David B. Falk College of Sport and Human Dynamics (which includes the School of Social Work, and departments of child & family studies, public health, food studies & nutrition, marriage & family therapy, and sport management. The Falk College supports undergraduate, masters, doctoral, and professional programs.
- » Provide information and research services
- » Provide in-depth research support (conduct one-on-one research consultations, provide subject-based reference services, etc.) in assigned disciplines. Provide a full range of general and multi-disciplinary information services including consultative, referral, phone, by-appointment and digital reference services.

INSTRUCTION & OUTREACH

- » Develop and provide specialized online and in-person information literacy instruction in assigned subject areas for undergraduate and graduate students, faculty, and staff.
- » Create and maintain subject-related informational library publications and instructional materials in both print and electronic formats including web pages
- » Participate in the marketing, development, implementation, assessment, and provision of reference outreach programs.
- » Develop professional relationships with faculty and researchers in appropriate schools, colleges, and departments in order to assess and respond to research and teaching needs.
- » Work with faculty and Library colleagues to develop relevant library services.

COLLECTIONS & SCHOLARLY COMMUNICATION

- » Participate in interdisciplinary library liaison teams as assigned and work collaboratively and creatively to implement and enhance programmatic services that benefit the library's users.
- » Select and purchase monographs in several formats (print, electronic, open access) in coordination with bibliographers, and perform other relevant discipline-specific collections activities as needed.
- » Interpret and communicate findings obtained from outreach with constituents using well-defined library communication channels.
- » Facilitate and direct library resource requests from faculty to library's subject bibliographers.
- » Promote open access and effective scholarly communication as relevant to furthering the mission of Syracuse University.

SERVICE

- » Engage in activities that contribute to the advancement of the Libraries, the university, and the library profession including, for example, actively participating on a team, committee, or special project; chairing or organizing a workshop, conference, or other professional event; teaching (excluding library instruction sessions or other teaching activities that are explicit job duties); professional consulting; conference discussant, publishing; conducting research that results in a publication or conference presentation.

PROFESSIONAL DEVELOPMENT

- » Maintain awareness of professional developments, issues, and practices through research and activities that increase one's knowledge and abilities, and that positively impact one's performance and service contributions. Examples of activities include participation in a workshop, webinar or conference that result in the acquisition of new knowledge or skills; completion of a credit course pertaining to the employee's position; completion of an internship or other practical training.



Human Resources department at the University of Waterloo

Liaison Librarian

Date:	June 26, 2014
Reports to (Job Title):	Head, Information Services and Resources (ISR), Dana Porter Library or Head, Information Services and Resources (ISR), Davis Centre
Jobs Reporting (Job Titles):	None
Location:	Library Main Campus, Optometry, or Pharmacy
Grade:	USG 8 - 13 35 hr/wk

Primary Purpose

Liaison Librarians are the Library's primary contact with the University's Schools/Academic Departments. Each Liaison Librarian is a member of the Information Services and Resources Department and is responsible for one or more Academic Department/School. Liaison Librarians enhance the Library's contribution to the University community through the development and delivery of library information services and resources to faculty members, students and staff.

In order to support research, teaching and learning at the University of Waterloo, Liaison Librarians are proactive in information resources development and management as well as the development and provision of instructional activities that support the curriculum and develop students' research related literacies and lifelong learning. As appropriate, the Liaison Librarians contribute expertise in support of grant applications and the research process. Librarians are knowledgeable of, and engaged in activities related to scholarly research, inquiry, and publishing.

Liaison Librarians work closely with Library departments, committees, and others as appropriate to advance the Library's strategic directions and lead projects and initiatives in their areas of responsibility and expertise.

Key Accountabilities:

1.	As a Liaison Librarian, the incumbent:
	<ul style="list-style-type: none"> • Supports and advances the Library's strategic directions to further the Library's contribution to the campus Strategic Plan for learning, teaching, and research in the campus community • Consults with the campus community to develop, implement, coordinate, and review initiatives/services/resources that support teaching, learning and research • Promotes the use of Library services and resources to the campus community, and as aligned to assigned subject areas or areas of expertise • Provides instruction in areas related to expertise

	<ul style="list-style-type: none"> • Remains current and conversant with trends and practices within the Library and campus community by: <ul style="list-style-type: none"> ◦ Maintaining general awareness of trends and developments in librarianship and academia ◦ Maintaining awareness in areas of expertise and exploring potential local impacts or applications ◦ Transferring knowledge to Library committees and staff, as well as faculty, staff and students, as appropriate • Participates in, and at times leads, Library, University, and as appropriate, non-University committees and groups, and fosters collaboration, information sharing, partnerships and expertise as required • Works with colleagues at other TUG, OCUL, CARL and ARL member institutions, as appropriate, in collaborative ventures • Participates in professional development in areas such as research, courses, conference presentations, posters and ongoing skills acquisition
2.	<p>To ensure a thorough understanding of needs for information services and resources in the assigned subject areas and areas of expertise, the Liaison Librarian:</p> <ul style="list-style-type: none"> • Consults with Schools/Academic Departments to establish and prioritize their resources and services needs as well as to identify new opportunities for further collaboration • Promotes the use of Library resources and services to Schools/Academic Departments • Raises awareness of issues related to scholarly communication, including: <ul style="list-style-type: none"> ◦ Maintaining general awareness of trends and development ◦ Maintaining specific awareness in areas of expertise and exploring potential local impacts or applications ◦ Transferring knowledge to School/Academic Department faculty, staff and students • Provides curriculum specific library instruction to enhance the student experience • Promotes lifelong learning • Participates in the development and review of new and existing programs by working with the School/Academic Departments to: <ul style="list-style-type: none"> ◦ Complete the Library portion of academic and accreditation program review reports, including new program reports. This includes participating in the initial review team meetings to gain a thorough understanding of the needs, learning outcomes, and career paths for graduating students and representing the Library during program review on-site visits ◦ Review the curriculum, and seek meaningful opportunities to enhance student research skills, specialized information seeking, and critical analysis of information ◦ Participate in curriculum reviews with particular regards to research skills, specialized information seeking, and critical analysis of information, as possible • Remains well informed about the Library's resources, services and policies and interprets and promotes these to faculty and students • Attends/participates in Faculty Council and Departmental meetings, as possible

3.	<p>As a Liaison Librarian accountable for the proactive management of the collection lifecycle in assigned subject areas, the incumbent:</p> <ul style="list-style-type: none"> • Develops and maintains collection development and retention policies that reflect the needs of Schools/Academic Departments and support long term management and relevance of the collection • Selects materials, both print and electronic, for the Library's collections in a fiscally responsible manner aiming to maximize the scope and depth of the collection • Analyzes the use of collections, and applies gained information to collection decisions • Evaluates the print and electronic collections and recommends actions based on condition and relevance of the collection • Collaborates with other Librarians and Library Department Heads regarding the selection and evaluation of interdisciplinary collections as well as the identification of locally unique, at times rare, collections • In co-operation with the Head, Collection Development and Heads, ISR, as appropriate: <ul style="list-style-type: none"> ◦ Interacts and negotiates with publishers/vendors ◦ Assesses vendors platforms & products and service ◦ Develops and maintains approval plan profiles ◦ Participates in the exploration and piloting of innovative collection development initiatives • Maintains current knowledge about the Acquisitions Budget and manages the budget allocations in a fiscally responsible manner, with particular attention to assigned Schools/Academic Departments
4.	<p>As a Liaison Librarian providing support for information services and instructional activities, the incumbent:</p> <ul style="list-style-type: none"> • Participates in Information Services delivery, including: <ul style="list-style-type: none"> ◦ Trains other Library staff for information service delivery, with particular regard to their assigned subject areas or areas of expertise ◦ Providing information services at virtual and/or physical service points ◦ Consultations to faculty and students, and staff • Participates in the Library's instructional activities, by: <ul style="list-style-type: none"> ◦ Developing, designing, delivering, and assessing instruction programs, including designing instructional materials, whether in person, online or in a blended environment ◦ Developing modules for instructional activities as related to areas of subject expertise ◦ Working with faculty to integrate the use of the collection, and research skills into course assignments and research activities • Designs, develops and maintains effective online and print content. Provides input to other Library departments into maintaining and improving the Library's virtual user interface and face to face services, including active participation in working groups
5.	<p>As a Liaison Librarian who may be embedded in an academic School or Department that operates a Resource Centre, the incumbent:</p>

	<ul style="list-style-type: none"> • Communicates with the Head, ISR (Davis or Porter) in regards to Resource Centre issues for discussion • Acts in an advisory capacity to Library and School on the functional operation of the Resource Centre, as appropriate. This excludes management of day-to-day responsibilities such as Circulation Services, Technical Services, troubleshooting equipment (printers, photocopiers, scanner, self-checkout unit), and management of employees • Advises on the implementation of Resource Centre policies to ensure that they are in keeping with Library and TUG-wide policies and practices • Participates with School/department staff in the coordination of activities for the delivery of information service • Oversees and makes decisions related to collection storage and maintenance • Communicates with School/department administration as appropriate
6.	<p>As a Liaison Librarian who may undertake supervision of Library Associates and co-op students, the incumbent:</p> <ul style="list-style-type: none"> • Coaches, trains and develops employee(s) to assure growth and development of that(those) individual(s) • Conducts regular performance reviews with direct report(s), and supports achievement of performance goals • Makes decisions on the hiring of his/her direct report(s), in consultation with the Head, ISR (Davis or Porter)
7.	<p>As a Liaison Librarian and/or health information specialist who may have specialized areas of responsibility or expertise, the incumbent:</p> <ul style="list-style-type: none"> • Actively participates on specialized teams or working groups to support the unique needs and strategic goals at the University of Waterloo. Activities could include for example: <ul style="list-style-type: none"> ◦ Participation in research projects and grant-funded projects as the information specialist ◦ Provision of training as related to areas of subject expertise • Ongoing, proactive acquisition, maintenance, and provision of leadership in the development of associated skills and knowledge in areas of expected expertise • Liaise, as Library representative, with campus partners such as the Writing Centre, Student Success Office on special projects beyond the scope of normal liaison activities with these partners

Position Requirements

Education:

ALA-accredited MLS/MLIS degree, or equivalent

Experience:

- Academic background and/or applicable knowledge of the specific liaison portfolio(s) demonstrated through undergraduate or advanced degree, coursework or work experience
- Proven excellent communication skills, both oral and written, and commitment to fostering positive working relationships & build partnerships
- Proven self-starter with demonstrated commitment to innovation, creativity, and

excellence

- Demonstrated ability to independently, as well as collaboratively, plan, coordinate, implement and assess effective services and collections projects, including managing multiple and simultaneous projects
- Demonstrated ability to analyze data and synthesize recommendations
- Proven ability to work effectively in a service oriented environment, which values collaboration and collegiality
- Demonstrated ability to interact with all staff in a respectful and sensitive manner

Technical:

- Knowledge of current practices and trends in the areas of interest to the specific liaison portfolio(s)
- Ability to develop, deliver and assess instructional content, in person and virtually, such as web content, screencasts, webinars
- Superior customer relationship management skills. Ability to maintain effective working relationships across multiple and diverse organizations, and across levels within organizations from specialist to executive level
- An understanding of the collection development process including principles of proactive information resources development and management, licensing and strong vendor relationships
- Excellent organizational, analytical and problem-solving skills
- Knowledge of current practices and trends in the areas of information services, information seeking, information literacy and instruction, information resources development and management, scholarly communication, and higher education
- Ability to identify new service and engagement opportunities, that align with Library and Campus Directions and to collaborate with library managers and colleagues on the feasibility, development and sustainability of new services and programs
- Ability and aptitude to use and learn new technologies to enhance and deliver information services
- Ability and aptitude to collaborate in an online, technology-rich environment
- Experience with financial and budget information
- Understands how research contributes to evidence-based decision-making

Assets:

- Experience in an academic Library setting
- Experience with information services delivery, in-person or virtual
- Experience providing instructional sessions, workshops, or presentations
- Demonstrated experience in leading and managing staff, including staff development and coaching

Technical:

MS Word	Excel	PowerPoint	Other
Intermediate	Intermediate	Intermediate	Intermediate web content development, Intermediate instructional methods and

technologies,
Intermediate
discovery and
access interfaces

Nature and Scope

Interpersonal Skills:

Internally, communicates with employees in all groups and departments throughout the University community and at all levels to gather ideas, envision, articulate, update and inform on projects s/he is leading or otherwise accountable for. Externally, communicates frequently with vendors and colleagues at other institutions in order to execute work.

Level of Responsibility:

The position is responsible and accountable for the development and maintenance of high quality user-focused information resources and services, with particular focus on the assigned subject areas. The position is fully accountable for assigned Department/School acquisitions funds.

Decision-Making Authority:

Responsible and accountable for the development, delivery, and assessment of instructional services and collection decisions as related to assigned subject areas and/or project leadership. As required, the position consults with the Department Heads, ISR, and members of the Library Managers Group.

Physical and Sensory Demands:

Minimal exposure to disagreeable conditions typical of an office environment.

Working Environment:

Exposure to stresses related to pressures and priorities related to typical librarian responsibilities.

Has or develops expertise in a specialization that can be shared within and beyond the University of Waterloo

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