

PROFESSIONAL POSITION DESCRIPTION

Position Title: Information Literacy Librarian
Division: Academic Affairs
Department: University Libraries
Location: Primarily Portland but any University of Southern Maine (USM) campus library (Portland, Gorham and Lewiston-Auburn Campus)
Schedule: Full time, 40 hours per week, twelve-month appointment. Some evening and weekends are required
Reports to: Coordinator of Research and Instruction Services

STATEMENT OF THE JOB

The Information Literacy Librarian uses collaborative and innovative approaches to lead the Libraries efforts to further develop and deliver a robust information literacy and instruction program to all levels of the USM curriculum. The Librarian teaches and assesses information literacy in a variety of modalities and works with the Coordinator of Research and Instruction to develop strategies for the information literacy program.

This position works with all research and instruction staff to integrate the principles of the ACRL Framework for Information Literacy and must be fluent in current library and teaching pedagogies and technologies. The Information Literacy Librarian develops and maintains online learning objects, including web-based instructional videos, research guides, websites, and open-source solutions. This position also initiates outreach activities with faculty and departments to grow awareness and utilization of the library instruction program.

The Information Literacy Librarian serves as a Library Liaison and participates in the on-call rotation of reference and research services that are provided in a Learning Commons environment. The position is an active member of the library and USM community and serves on university and system committees and activities.

ESSENTIAL FUNCTIONS:

- Designs, teaches, and assesses information literacy instruction in a variety of disciplines, formats, and modalities.
- Develops and maintains online learning objects, including but not limited to, web-based tutorials, instructional videos, LibGuides, websites, and LMS modules.
- Develops shared instructional materials in various formats, including in-class activities, tutorials, and training materials, working closely with other librarians.
- Provides in-depth research consultations with students, faculty, and staff.
- Uses traditional and non-traditional strategies and techniques to provide professional information and research services (based on ACRL Framework) to USM students, faculty, and staff at the Learning Commons desk and electronically.
- Collaborates with the Coordinator of Research and Instruction Services to proactively solicit information literacy teaching opportunities and partnerships and identify opportunities to embed information literacy in the academic fabric of courses.
- Coordinates graduate student and faculty workshops.

- Builds relationships with faculty and students as a Library Liaison to academic departments including outreach, communication, collection building, and instruction.
- Participates with the Coordinator of Research and Instruction in other instructional partnerships such as SAALT and offerings with the Office of Digital Learning (ODL)/Center for Technology Enhanced Learning (CTEL).
- Works with the Liaison Coordinator to assist assigned liaison departments through proactive outreach and service.
- Regularly contributes to the Library's social media accounts and to the Commons blog.
- Oversees instruction presence in LMS and contributes to effectiveness of the library website through content development, feedback, and evaluation.
- Stays current on library trends, topics and developing library and academic technologies.
- Participates on library committees, work groups and system committees.
- Must be able to lift computer and projection equipment, and push book carts loaded with books.
- Must be able to transport equipment between floors and between campuses.
- Additional duties as reasonably assigned

SPECIAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES*:

(Eliminate any that do not apply)

- Direct responsibility for safety and security of employees, students, minors, and/or visitors or property.
- Direct responsibility for care, safety, and security of minors (under 18), incapacitated persons, or persons with developmental disabilities who participate in University-sponsored programs.
- Ability to drive a University vehicle and provide proof of a valid driver's license.
- Ability to drive colleagues, students or others and provide proof of a valid driver's license.

SUPERVISORY RESPONSIBILITIES:

- May assist in training, supervising, and evaluating research department student assistants, tutors, interns, and volunteers.
- May supervise the library facility evenings, weekends, and/or at other times when functioning as the librarian on duty.

BUDGET RESPONSIBILITIES:

- Recommends purchase of reference and collection resources and monographs in assigned subject areas.

PUBLIC AND PROFESSIONAL ACTIVITIES RELATED TO JOB PERFORMANCE:

- Represents the library on USM, UMS, and other professional committees as assigned or appropriate.
- Participates in professional meetings, workshops, and conferences, especially those with an emphasis on reference, instruction, and/or technology.
- Develops a pattern of professional participation and involvement through research, services, and/or other available avenues consistent with a higher level of professional growth.

INTERNAL AND EXTERNAL CONTACTS:

Internal: Communicates with USM library staff, students, faculty, and staff; IT staff, and other USM librarians.

External: Communicates with administrators, librarians, and other information specialists at the Maine State Library, community colleges, high schools, regional and public libraries and information centers; city and state government offices; the southern Maine business community; non-USM students, and general public.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrates a strong commitment to responsive and innovative library public services, a positive service attitude and qualities of initiative, creativity, good judgment, and resourcefulness.
 - Engages with trends in teaching and learning, including but not limited to the ACRL Framework for Information Literacy.
 - Self-motivated to work with minimal supervision, and to manage time productively by organizing and prioritizing work.
 - Ability to work in partnership with other departments on campus to promote the library's role in teaching and learning.
 - Knowledgeable about the ACRL Framework.
 - Knowledge of the principles of teaching and learning, the concepts of information literacy and the ability to apply this knowledge effectively in individual and class instruction.
 - Dedicated to serving students and faculty in new and effective ways based on best practices and personal initiative.
 - Ability to interact effectively with a diverse, multicultural, and Adult Learner student body.
 - Expert knowledge of the nature and characteristics of the student library research process, and of the impact of electronic and traditional information resources on education and learning.
 - Expert knowledge of a wide variety of end-user electronic and traditional reference information resources in diverse academic subjects and formats.
 - Solid working knowledge of available and emerging information technologies and their application; the ability to learn and adapt to new information technologies and associated hardware and software.
 - Solid working knowledge of Microsoft Office applications, other software packages on the USM student computers, variety of library application programs, and databases.
 - Excellent interpersonal, oral, and written skills including:
 - project positive, helpful and flexible service attitude toward library patrons;
 - work as a department team member by collaborating and sharing ideas with colleagues;
 - communicate in a clear, positive, and readily understandable manner with colleagues and individuals from diverse educational and cultural backgrounds;
 - communicate effectively as a classroom instructor
 - Skill and maturity of judgment to handle difficult patron interactions or building emergencies effectively.
 - Ability and willingness to travel between campuses and manage schedule flexibility.
 - Physical ability to assist users by roving service areas, in-person and virtual requests.
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QUALIFICATIONS:

Required:

- A Master's degree, preferably in Library Science (MLS) from a program accredited by the American Library Association or other accredited library institution.
- At least one year of experience in a library setting.
- Documented familiarity with classroom library research instruction; and concepts of information literacy; a wide variety of print and electronic reference information sources and associated software and hardware; and general reference and information services.

****NOTE:** All individuals who are recommended to fill and subsequently offered a position with **special essential responsibilities** as checked above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.*

Date Approved: 1/17/2020 Anna W.
Date Revised: 1/7/2020
Job Family: 12
Salary Band: 4
Unit: UMPSA
CUPA code: 402180
Employee:
Position #: 00010252