

**PROFESSIONAL POSITION DESCRIPTION**

**Position Title: Research and Instruction Librarian (Health Sciences)**

**Division: Academic Affairs**

**Department: University Libraries**

**Location: USM Portland Campus**

**Schedule: Full-time, weekdays, twelve months. Some evenings and weekends are required**

**Reports to: Coordinator of Research and Instruction**

**STATEMENT OF THE JOB:**

This Research and Instruction Librarian is a highly motivated, collaborative, inclusive, and enthusiastic librarian who values an innovative student-centered approach to the development of information literacy skills. This position is part of a team of professional librarians who focus on the libraries’ role of information literacy, instruction, and library outreach to the university community. The Librarian assists health sciences students and faculty to promote information and data literacy through instruction services and resources, as well as research support to graduate and undergrad students in these programs. The Librarian is an active member of the Library Instruction Team and may have other assigned departments along with health sciences. The position proactively serves as a Library Liaison to academic departments as assigned, which includes collection development activities. The Librarian will work closely with the Information Literacy Librarian to promote information literacy and engage with students and faculty in classes and one-on-one, both in person and online. The Librarian participates in a learning commons model of student support and serves in a reference and public services rotation with others. This position will participate in library initiatives such as Open Education Resources (OER), digital projects, and other student-focused initiatives. The Librarian produces online library research and course guides in addition to other materials for the online library. The position is expected to be professionally curious and engaged on campus, within the library community, and the consortiums in which USM Libraries participate.

**ESSENTIAL FUNCTIONS:**

* Innovates and provides information literacy, instruction, and library outreach to the university community, with a special focus on the health sciences.
* Provides in-depth research consultations with students, faculty, and staff.
* Teaches information literacy and research skills to introductory and advanced university classes, workshops, and events.
* Designs, creates, promotes, and manages instructional tools, products, and learning objects. This includes the design and production of online tutorials, exercises, and LibGuides. Uses the university’s learning management system (Brightspace) as a tool.
* Implements best practices in pedagogy and instructional design, creates a variety of online tutorials, videos, and other learning objects to support the information literacy curriculum.
* Collaborates within a learning commons model of student services and serves in a public services rotation in-person and online with others.
* Initiates and sustains proactive outreach to liaison departments by developing relationships with faculty, students, and staff in support of teaching, learning, and research goals, collection development, and communication.
* Participates in overall collection development activities for University Libraries.
* Promotes the Libraries’ Open Educational Resources (OER) initiative. Helps build strategic partnerships with various campus stakeholders and works closely with them to promote the use of OER and to support their integration into the curriculum.
* Works with the Information Literacy Librarian to solicit programmatic and individual class opportunities and partnerships.
* Proactively seeks out and engages in ongoing professional development activities, including workshops, conferences, webinars, and online courses.
* Promotes the importance of digital content and scholarship in academic libraries through supporting USM's Digital Commons.
* Contributes to the overall effectiveness of the library website through content development, feedback, and evaluation.
* Participates in library, university and System committees.
* Performs basic troubleshooting on computers, printers, photocopiers, and other equipment.
* Additional duties as reasonably assigned.

**SPECIAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES\*:**

*(Eliminate any that do not apply)*

* Broad access, including but not limited to master key or swipe card access, to University facilities, residences, or apartments.
* 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.
* Control over, access to, or security of restricted levels of information technology systems that would allow the person to harm the IT systems or the information contained in them.
* Ability to provide own transportation (fully-insured vehicle), provide proof of a valid driver’s license, and compliance with Maine law regarding vehicle insurance.

**SUPERVISORY RESPONSIBILITIES:**

* May assist in training, supervising, and evaluating 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 research and collection resources and monographs in assigned subject areas
* May recommend other purchases for the libraries

**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 research, instruction, and/or technology

**INTERNAL AND EXTERNAL CONTACTS:**

**Internal:** USM Library staff, Learning Support staff, IT staff, CTEL staff, other students, faculty, and staff

**External:** 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, southern Maine business community, and non-USM students and the general public

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Demonstrated strong commitment to responsive and innovative library public services, a positive service attitude, demonstrating enthusiasm, initiative, creativity, good judgment, and resourcefulness.
* Subject knowledge in medical, nursing, occupational therapy, and allied health sciences subject areas.
* Knowledge and skill in using and teaching online databases and resources, especially biomedical sources including PubMed, CINAHL, Cochrane, and others.
* Knowledge of the principles of teaching and learning, the concepts of information literacy and the ability to apply this knowledge effectively in individual and classroom instruction settings.
* Knowledge of the structure and format of information, its organization, retrieval, and management, and the ability to apply this knowledge in assessing and retrieving appropriate information resources in assisting students, faculty, and other users.
* Knowledge of the nature and characteristics of the student library research process, and of the impact of virtual and traditional information resources on education and learning.
* Knowledge of a wide variety of research information resources in diverse academic subjects and formats.
* Ability to interact effectively with a diverse, multicultural, and nontraditional student body, including sensitivity and awareness of the differences and expectations among a diverse student body and different backgrounds.
* Solid working knowledge of available and emerging information technologies and their application.
* Skill and maturity of judgment to handle difficult patron interactions.
* Excellent interpersonal, oral, and written skills.
* Ability to work with minimal supervision and to manage time productively by organizing and prioritizing work.
* Knowledge of library systems, digital technologies and the ability to learn current and emerging technologies.
* Ability to work in partnership with other units on campus to promote the library’s role in teaching and learning.
* Ability to teach users in the library, on campus and online.

**QUALIFICATIONS:**

* A Master’s degree in Library Science (MLS) from a program accredited by the American Library Association or equivalent degree
* One year or more of instruction experience.
* One year of experience in an academic library or public services setting with:
  + documented familiarity with a wide variety of print and electronic information sources and associated software; general reference and information services; library research instruction; concepts of Framework for Information Literacy
  + Understanding of general library collection development; interest and enthusiasm for emerging library and information trends technologies, and academic technologies.

***\*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: 5/14/21 Meghan Schratz**

**Date Revised: 5/10/21**

**Job Family: 12**

**Salary Band: 103**

**Unit: UMPSA**

**CUPA code:**

**Employee: vacant**

**Position #: 00013619**