UNIVERSITY OF MARYLAND LIBRARIES
POSITION DESCRIPTION FORM

Check one: Faculty _X_  Exempt _____ Non-Exempt _____ Other____

Date Prepared:  6/5/2013 Division:  Public Services

Prepared by:  Yelena Luckert


Reports to:  Head, Humanities and Social Sciences Librarians

Position Title:  Education and Information Studies Librarian

**NATURE OF WORK:** This is a full time permanent librarian in HSSL with responsibilities for the College of Education and the College of Information Studies. Duties include actively engaging with the campus departments in the assigned disciplines, developing a strong understanding of research and teaching needs in these departments and developing and enhancing service models for these departments; providing general and specialized information/research assistance; developing subject specific library instruction and supporting the Libraries’ information literacy program; and performing specialized collection management and liaison functions.

**DUTIES AND RESPONSIBILITIES:**

- Serves as library liaison to specified academic department/s, which involves, but is not limited to, promoting services available through the Libraries, supporting information literacy efforts and faculty research, creating web and digital content, and developing and managing print and electronic collections.
- Actively engages with faculty, students, and staff in assigned areas, developing strong working relationships and partnerships. Develops strong understanding of research and teaching needs of assigned departments, develops and enhances services in anticipation of these needs. Strives toward integrated library services.
- Provides general and subject-specific information and research service in person, by phone, through CHAT, IM, and by email, finding new ways of communication and challenging existing limitations.
- Provides general and subject-specific instruction in the use of library resources, developing innovative approaches. Assumes leadership responsibility for developing – in partnership with other groups on campus when applicable – library-based curricular educational programming.
- Assumes leadership responsibility for developing strategies for promoting library services and collections to faculty, students, and staff.
- Develops strong understanding of scholarly communication, data management, development of new digital tools, and e-Research and data services in assigned fields.
- Identifies and implements new or enhanced services using emerging technologies.
- Works collaboratively with faculty and colleagues in the Libraries and on campus to achieve goals.
- Participates in the activities of the Humanities and Social Sciences Librarians and Research Services.
- Participates in library and campus committees as appropriate.
• Participates in professional development activities.

PHYSICAL DEMANDS: Extensive use of the computer.

SUPervisory RESPONSIBILITIES: None

QUALIFICATIONS (Knowledge, skills, and abilities):

EDUCATION:

• ALA-accredited Master’s degree in Library or Information Science
• Master degree in Education or demonstrated equivalent background in a subject area of Education

EXPERIENCE:

Required:

Experience with or aptitude for working effectively and creatively with faculty and students; experience with or aptitude for collection development and management; experience with or aptitude for research/information and instructional services; understanding of current and emerging trends in the assigned disciplines; knowledge of electronic resources and information technologies; excellent oral and written communication skills; excellent interpersonal skills with the ability to function independently and in groups, build and maintain relationships with partners and library staff; ability to provide exceptional service to a diverse clientele.

Preferred:

One year of library or related professional experience. Experience with web technologies, repository systems, or database structure, description and development. Familiarity with Semantic Web technologies; and collections in social sciences (e.g., scholarly journals, databases, digital libraries and other formats).

Employee’s Signature __________________________ Date__________

Print Employee’s Name __________________________

Supervisor’s Signature __________________________ Date__________