NATURE OF THE WORK:

The University of Maryland Libraries serve the flagship campus of the 16 member University System of Maryland. The Libraries’ information literacy program is large and robust in that it reaches approximately 20,000 participants in 1,000 orientations, tours and instruction classes annually. Within this program, this position is responsible for designing, creating, coordinating, teaching, and assessing instruction programs for undergraduate students, especially for large first-year courses. To assist in expanding these teaching activities through the development and implementation of blended learning initiatives, including classroom, online, and mobile learning, we are seeking a creative, industrious, and service-oriented librarian who will play an important part in doing this work. The Teaching and Learning Librarian is responsible for three categories of duties: 1) librarianship, 2) service, and 3) scholarship and creativity. Librarianship includes supporting the Libraries information literacy program, especially for undergraduate students by teaching classes, by assessing student learning, by developing learning objects for students, liaising with an assigned campus department, and by providing general reference and instructional assistance. Service includes a variety of work for the Libraries, the University, and/or the profession, typically through service on committees beyond the assigned areas of responsibility. Scholarship and creativity may be several types typically (but not exclusively) regarding subject specialization as it relates to undergraduate education.

DUTIES AND RESPONSIBILITIES:

The Teaching and Learning Librarian will serve to support the reference and instructional needs of the University’s undergraduate students especially (but not limited to) first-year students. Reporting to the Head of Teaching and Learning Services, the librarian manages a combination of important duties and responsibilities:
• In collaboration with the Outreach and Marketing Services Librarian, serves as
the liaison to the Department of English’s Academic Writing Program in
maintaining the Library Day Program for students enrolled in ENGL 101-
Academic Writing. Stays abreast of changes and developments with this course
as it relates to first-year students, and the University’s plan for general education.

• Participates by teaching in all the instruction and orientation activities coordinated
by the department.

DUTIES AND RESPONSIBILITIES continued:

• In partnership with the department’s Graduate Assistant, ensures that all
teaching tools (i.e. web pages, instruction manuals, assessment forms,
handouts, guides, etc.) that pertain to the department’s various instruction
programs are maintained and enhanced.

• In collaboration with the Digital Learning Initiatives Librarian, responsible for the
design, creation, implementation, and evaluation of tutorials, videos, and other
media to enhance student learning of library services, resources, and research
skills. Works with the unit head to define project scope, goals and deliverables
that support the face-to-face and online instruction initiatives managed by the
department, as well as special initiatives and/or workshops designed by the
department for instruction librarians.

• Plans, schedules, and executes tasks and project timelines that produce clear,
articulate and tangible high quality results on time.

• Collaborates in the ongoing creation and maintenance of e-learning guides and
modules for students.

• Contributes to the Libraries’ general reference service online and in-person,
including evenings and weekends.

• Participates in various library and University teams, groups, committees, as well
as in activities of professional organizations and/or community groups related to
librarianship.

• Applies focus on excellence and an ability to meet standards for professional
contributions in the area of service and scholarship.

• Performs other duties as assigned by the Head of Teaching and Learning
Services.

PHYSICAL DEMANDS:

• Extensive use of the computer.
• Average mobility required for teaching library instruction classes, by using a computer and projection equipment.

SUPERVISORY RESPONSIBILITIES:
• May supervise graduate assistant(s) and/or student workers.

EDUCATION:

Required:
• MLS degree from an American Libraries Association accredited institution of higher education.

Preferred:
• Advanced degree in English or other related subject area.

EXPERIENCE:

Required:
• A minimum of 2 years of professional level library work in public services in an academic library setting with similar clientele.
• Experience in teaching information literacy skills to undergraduate students.
• Experience with trends, standards, and teaching technologies in libraries, possessing an understanding of teaching design, methodologies, and best practices especially in online teaching methods.
• Experience in providing online and in-person reference service.
• Excellent verbal and written communication skills.
• Excellent planning and organizational skills with the ability to manage multiple tasks and projects simultaneously.
• Positive interpersonal skills; ability to function independently and in a team environment including the diplomatic skills to build and maintain relationships with library colleagues and campus partners.

Preferred:
Experience with learning outcomes assessment processes, and requisite ability to design instruments, analyze results, and formulate appropriate changes.

Excellent technical background with experience in developing online learning objects such as library tutorials, videos in an academic setting.

Demonstrated ability to bring creative ideas forward in service of helping undergraduate students learn about the value and use of libraries for their academic success.

Advanced degree in English or other related subject.

Some experience supervising graduate and/or undergraduate student workers.

Employee’s Signature: ___________________________ Date: __________________

Print Employee’s Name: ___________________________ Date: __________________

Supervisor’s Signature: ___________________________ Date: __________________