UNIVERSITY OF MARYLAND LIBRARIES
POSITION DESCRIPTION FORM

Check one: Faculty _X_ Exempt_____ Non-Exempt _____ Other___

Date Prepared: 9/1/2015 Division: Public Services

Prepared by: Zaida Díaz, Interim Head, Humanities and Social Sciences Librarians and Rachel Gammons, Head of Teaching Services

Department: HSSL, Research and Learning

Reports to: Interim Head, Humanities and Social Sciences Librarians

Position Title: Behavioral Sciences and Outreach Services Librarian

NATURE OF WORK: This is a full time librarian position with responsibilities for the departments of Psychology and other assigned disciplines and for coordinating outreach programs and services for the UMD Libraries. Duties of a subject liaison librarian 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/area specific library instruction and collections. As coordinator for outreach, the incumbent will develop, improve, market, and assess outreach efforts to special populations, such as living-learning programs, alumni, community members, veterans, and staff.

DUTIES AND RESPONSIBILITIES:

The Behavioral Sciences and Outreach Librarian will support assigned subject areas by:

- Serves as library liaison to specified academic department/s, which involves, but is not limited to, promoting services available through the Libraries, supporting information literacies 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.
• Develops strong understanding of scholarly communication, data management, development of new digital tools, and e-Research and data services in assigned fields.

Develop and improve outreach programs to special populations by:

• Expands and improves the Libraries outreach to specialized populations such as alumni, veterans, living-learning programs, honors programs, residence life, and/or community members
• Manages and promotes outreach events, including identifying key stakeholders, soliciting volunteers, advertising and marketing, and program evaluation
• Works with subject liaison librarians and the Teaching and Learning Services Department to identify opportunities to develop new campus and community partners
• In collaboration with the Head of Teaching Services, strives to connect first year programming with specific subject, services, and outreach to specialized campus populations
• Provides leadership to the Libraries in the areas of outreach services and programming
• Contributes as needed to the Libraries’ general education information literacy program, including leading information literacy sessions for English 101.

Supports the university community by:

• 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.

PHYSICAL DEMANDS: Extensive use of the computer.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATIONS (Knowledge, skills, and abilities):

Required:
• Understanding of current and emerging trends in the behavioral and social sciences, including research methodologies
• Understanding of current and emerging trends in the profession, including information literacy and teaching pedagogies
• Knowledge of electronic resources and information technologies, including the aptitude for creating learning objects such as subject guides, and/or online tutorials
• 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
• Self-starter with the ability to effectively to collaborate with campus and community stakeholders to implement creative programming
• Ability to provide exceptional service to a diverse clientele of both on campus and community partners
EDUCATION:

Required:

MLS degree from an ALA accredited institution of higher education or international equivalent, by date of hire

OR

Advanced degree in a social or behavioral sciences field from an accredited institution of higher education, by date of hire

Preferred:

An advanced degree in psychology, or related field, or equivalent experience from an accredited institution of higher education

EXPERIENCE:

Required:

- Experience, or aptitude for working effectively and creatively with faculty and students
- Experience with or aptitude for collection development, research/information and instructional services for undergraduate and/or graduate students
- Experience, or aptitude for developing library-related programming and/or events

Preferred:

- A minimum of 2 years of professional level library work in public services in an academic library setting
- Demonstrated experience with learning outcomes assessment processes, and requisite ability to design instruments, analyze results, and formulate appropriate changes
- Demonstrated ability to bring creative ideas forward in services of helping special populations (such as veterans, alumni, residence life, etc...) learn about the value and use of libraries for their academic and personal success

Employee’s Signature ___________________________ Date ______________

Print Employee’s Name __________________________

Supervisor’s Signature __________________________ Date ______________