UNIVERSITY OF MARYLAND LIBRARIES
POSITION DESCRIPTION FORM

Check one: Faculty__X__  Exempt ____  Non-Exempt ____  Other___

Date Prepared: March 24, 2016  Division: Public Services Division (PSD)

Unit: STEM Libraries
Prepared by: Nevenka Zdravkovska
Reports to: Nevenka Zdravkovska, Head, STEM Libraries
Department: Research and Learning
Position Title: STEM Librarian

NATURE OF WORK

The incumbent reports to the Head of the STEM Library and manages a combination of duties and expectations. The incumbent serves as STEM subject librarian, with responsibilities in: Collections and Content, Reference and Research Consulting, Teaching, Learning and Literacies, Outreach and Engagement, and Scholarly Communications and Research Data Services. Additionally, the incumbent will develop programs benefitting STEM disciplines to expand Research Commons @ EPSL [http://www.lib.umd.edu/rc]. Programming may focus on issues relevant to the STEM community in the following categories: Information literacy, Scholarly communication, GIS, Maker lab, etc. STEM Libraries serve several colleges and schools, including the College of Agriculture and Natural Resources, the A. James Clark School of Engineering, and the College of Computer, Mathematical and Natural Sciences. Along with other STEM and other subject librarians, the incumbent is in a key position to help the University of Maryland Libraries define a completely new role for subject librarians — a role that will allow the Libraries to be more closely integrated in the whole educational and research process at the University of Maryland. The subject librarians have vision and dynamic perspective to help shape new approaches to faculty/library relationships. Subject librarians’ responsibilities are as follows:

DUTIES AND RESPONSIBILITIES

- Serves as library liaison to specified academic units/departments, 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.
- Maintains strong understanding of scholarly communication models, data management, development of new digital tools, and e-Research and data services in assigned fields.
- Actively engages with faculty, students, and staff in assigned STEM subject areas, developing strong working relationships and partnerships. Develops strong understanding of research and teaching needs of assigned units/departments, develops and enhances services in anticipation of these needs.
- Consults researchers on data management and e-Research projects.
- Promotes open access sources and tools.
- Provides general and subject-specific information and research service in person, by phone, through chat, instant messaging, and 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 programs benefitting STEM disciplines to expand Research Commons @ EPSL as recommended in the 2015 Science Commons Task Force Report. Programming may focus on issues relevant to the STEM community in the following categories: Information literacy, Scholarly communication, Maker lab, etc.

• 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 unit.

• Participates in library and campus committees as appropriate.

• Participates in professional development activities, such continuing education, service to the library community and scholarship.

PHYSICAL DEMANDS: Extensive use of computer.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATIONS (KNOWLEDGE, SKILLS AND ABILITIES)

Required:
• Understanding of current and emerging trends in the assigned subject areas; knowledge of electronic resources and information technologies.

• Excellent oral and written communication skills.

• Demonstrated 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:
• Knowledge of relevant online resources and experience with bibliographic management tools.

• Knowledge of data management planning and/or data curation, scholarly communications and open access tools.

• Knowledge of GIS technologies.

• Familiarity with Semantic Web technologies and major collections in agriculture, engineering, and physical and natural sciences (e.g., scholarly journals, databases, digital libraries and other resources).

• Evidence of teaching

• Evidence of ability to meet promotion and permanent status requirements of the University of Maryland at College Park Libraries.

EDUCATION

Required: A Master’s degree in Library or Information Science from an ALA-accredited institution of higher education, or an advanced degree in a STEM discipline at time of appointment.

Preferred: Significant coursework, bachelor’s degree or second advanced degree in life sciences, engineering, science or technology discipline or related field.

EXPERIENCE

Required:
• Demonstrated experience with or demonstrated aptitude for working effectively and creatively with faculty and students.

Preferred:
• Experience with web technologies, visualization, new technologies, repository systems, or database structure, description and development.
• Demonstrated experience with reference and collection development in life sciences, engineering, science, technology or related disciplines.

Employee’s Signature________________________  Date__________
Print Employee’s Name______________________________________
Supervisor’s Signature______________________  Date___________