UNIVERSITY OF MARYLAND LIBRARIES
POSITION DESCRIPTION FORM

Check one: Faculty x  Exempt  Non-Exempt  Other

FOR LIBRARY HR USE ONLY – Position Number

Date Prepared: December 13, 2017
Division: Research and Learning

Prepared by: Rachel Gammons
Department: Teaching & Learning Services

Reports to: Head of Teaching & Learning Services
Position Title: Teaching & Learning Librarian

NATURE OF WORK:

The University of Maryland Libraries seeks a creative and service-oriented professional for the position of Teaching & Learning Librarian. Reporting to the Head of Teaching and Learning Services, the incumbent will contribute to a learner-centered information literacy instruction program by leading information literacy instruction for first year students and designing, creating, and maintaining online learning objects such as web-based tutorials, instructional videos, research guides. The successful candidate will enjoy teaching and engaging with students, partnering with campus services, developing innovative instructional programming, and supporting evidence-based practice through the design and implementation of student-centered assessment. As a member of the Research and Learning division, this position will serve as liaison to the assigned academic programs, responsible for engaging with the program by developing subject specific library instruction and providing general and specialized research assistance.

The Teaching and Learning Librarian is responsible for three categories: 1) librarianship, 2) service and 3) scholarship and creativity. Librarianship includes supporting the Libraries information literacy program, liaison assigned academic programs and providing general reference and instructional assistance. Service includes a variety of work for the Libraries, University and profession, typically through service on committees beyond the assigned area of responsibility. Scholarship and creativity may come in several forms, but typically regarding subject specialization as it relates to undergraduate education.

DUTIES AND RESPONSIBILITIES:

The Teaching and Learning Librarian will support the Libraries’ information literacy instruction program by:

- Applying knowledge of learning theories, pedagogy, and educational technologies to develop, maintain, and support the creation of online learning objects, such as web-based tutorials, instructional videos, research guides, modules, and websites.
- Providing leadership to the libraries in the development, creation, and maintenance of a sustainable, accessible, and learner-centered online instruction program.
- Supporting colleagues in the Research and Learning Division as they develop, enhance, or expand proficiency with educational technologies by providing opportunities for professional development, education, and one-on-one support.
- Collaborating with colleagues in the Teaching and Learning Services unit to provide library information literacy instruction and research support to first-year students, develop new learning objects, expand and improve services for first year students, and participating in outcomes-based assessment.
● Developing partnerships with campus units that promote teaching excellence and student-centered services and acting as a library liaison to relevant campus units.
● Contributing to the Libraries’ general reference service online and in-person.

The Teaching and Learning Librarian will support assigned subject areas by:

● Serving as library liaison to specific 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 engaging with faculty, students, and staff in assigned areas, fostering strong working relationships and partnerships, developing a strong understanding of research and teaching needs of assigned departments, creating and enhancing services in anticipation of these needs.

The Teaching and Learning Librarian will support the University community by:

● Participating in various library and University teams, groups, committees, as well as in activities of professional organizations and/or community groups related to librarianship.
● Applying focus on excellence and an ability to meet standards for professional contributions in the area of service and scholarship.
● Performing other duties, as assigned.

PHYSICAL DEMANDS:

● Dexterity and endurance to work at a computer.
● Physical and mental endurance to teach multiple information literacy instruction sessions.
● Adequate physical mobility to retrieve and handle instruction materials, operate presentation equipment to ensure that sessions run effectively.

SUPERVISORY RESPONSIBILITIES:

● None

QUALIFICATIONS

Required:

● Engagement with trends in higher education, including, but not limited to, the ACRL Framework for Information Literacy for Higher Education.
● Knowledge of online learning techniques, including the ability to design library tutorials, videos, and learning objects.
● Knowledge of pedagogical practices, instructional design, and assessment of student learning.
● Commitment to evidenced-based and reflective practice, evidenced through engagement in professional development, service opportunities, scholarship, or coursework.
● A strong and visible personal and professional commitment to diversity and inclusion as a means to support institutional excellence.

Preferred:

● Engagement with trends in information literacy, including critical pedagogies.
● Knowledge of tools and standards for creating accessible e-learning objects.
● Commitment to mentorship for new professionals and MLIS students.

EDUCATION:
Required:

- MLIS from an ALA-accredited institution or international equivalent by date of hire.

Preferred:

- Additional graduate degree, with special consideration given to a masters in English or Education.

EXPERIENCE

Required:

- Experience implementing information literacy theory and practice in the classroom.
- Experience or aptitude in designing and leading professional development activities around pedagogical theories, learning techniques, and/or student-centered learning.
- Experience developing learning objects such as tutorials and videos.
- Demonstrated ability to bring creative ideas forward in service of helping students learn about the value and use of libraries for their academic and personal success.

Preferred:

- One-year experience in an academic library setting, including providing in-person or digital reference services.
- Experience supervising graduate and/or undergraduate student workers.
- Familiarity with LibGuides software and other web discovery tools.
- Familiarity with course management software, particularly Canvas.
- Experience leading and working in a team environment.
- Ability to work effectively both independently and collaboratively in a diverse academic community

Employee’s Signature________________________  Date__________

Print Employee’s Name______________________________________

Supervisor’s Signature______________________  Date___________

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