**UNIVERSITY OF MARYLAND LIBRARIES**

**POSITION DESCRIPTION FORM**

**Check one: Faculty\_x\_\_\_ Exempt \_\_\_\_ Non-Exempt \_\_\_\_ Other\_\_\_**

**FOR LIBRARY HR USE ONLY – Position Number**

**Date Prepared:** Oct 14, 2024 **Division:**  Research and Academic Services

**Prepared by:** Rachel Gammons **Department:** Research, Teaching, and Learning

**Reports to:** Teaching and Learning Services Unit, Head

**Position Title:** Teaching and Learning Librarian

*ABOUT THE UNIVERSITY:* Founded in 1856, the University of Maryland, College Park, is the state’s flagship institution. Our 1,250-acre College Park campus is just minutes away from Washington, D.C., and the nexus of the nation’s legislative, executive, and judicial centers of power. This unique proximity to business and technology leaders, federal departments and agencies, and a myriad of research entities, embassies, think tanks, cultural centers, and non-profit organizations is simply unparalleled. Synergistic opportunities for our faculty and students abound and are virtually limitless in the nation’s capital and surrounding areas. The University is committed to attracting and retaining outstanding and diverse faculty and staff that will enhance our stature of preeminence in our three missions of teaching, scholarship, and full engagement in our community, the state of Maryland, and in the world.

*ABOUT THE LIBRARIES:* As the largest university library system in the Washington D.C.-Baltimore area, the University of Maryland (UMD) Libraries serve more than 41,000 students and 14,000 faculty and staff of the flagship College Park campus. The Libraries’ extensive collections, programs, and services enable student success, support teaching, research, and creativity, and enrich the intellectual and cultural life of the community. A member of the Big Ten Academic Alliance and the Association of Research Libraries, the UMD Libraries was honored with the 2020 Excellence in Academic Libraries award in the university category from the Association of College and Research Libraries.

The University of Maryland Libraries are committed to advancing diversity, equity, inclusion, and accessibility. We support university and library efforts to create a more just campus environment, understanding the unique, interdisciplinary focus of libraries and archives as collectors and curators of the historical, literary, artistic, and scientific record. We provide collections, services, and programs that reflect the diversity of our community, heighten cultural awareness, and incorporate the histories, experiences, and expressions of those who have been historically marginalized and/or underrepresented. We work to ensure equitable access to our facilities, resources, and services.

**NATURE OF WORK: (limit to 3900 characters)**

Reporting to the Head of Teaching and Learning Services, the Teaching and Learning Librarian provides leadership in information literacy instruction for the Academic Writing Program (ENGL101), a cornerstone of the Libraries’ instructional efforts. This position focuses on developing innovative, active learning experiences and collaborative teaching strategies that empower students to engage deeply with research and critical thinking. The librarian designs and implements sustainable learning objects, participates in information literacy initiatives, and partners with campus units to promote student success. The position also contributes to reference services, develops online learning materials that support inclusive, engaged learning environments across the Libraries, and provides mentorship to Master in Library and Information Sciences (MLIS) students through the UMD Libraries’ Research and Teaching Fellowship.

**DUTIES AND RESPONSIBILITIES: 80%**

* Leads the design and implementation of student-centered information literacy instruction, particularly for the Academic Writing Program (ENGL101), utilizing active learning techniques to foster critical thinking and student engagement.
* Collaborates with colleagues in the Teaching and Learning Services Unit to lead information literacy instruction for first-year students, create innovative learning objects, and enhance instruction through reflective practice and outcomes-based assessment.
* Develops sustainable online learning objects, such as tutorials, videos, and research guides, that support engaged pedagogy and promote active participation in the learning process.
* Mentors Research and Teaching Fellows, guiding them through reflective teaching practices, professional development, and engaged approaches to student learning.
* Partners with campus units to develop interdisciplinary teaching initiatives that integrate engaged learning and information literacy into the curriculum.
* Provides in-person and virtual reference services, contributing to an inclusive and collaborative learning environment.
* Offers professional development and training opportunities for colleagues, focusing on engaged pedagogy, educational technologies, and student-centered instructional design.

**Other Duties and Activities: 20%**

* Engages in shared governance and/or service activities, as appropriate, and/or in areas where the individual is interested in volunteering.
* Participates in library-, consortial- or campus-related task forces, committees, and initiatives, as assigned.
* Participates in training related to promoting diversity, equity, inclusion, and accessibility, as provided by the University, the Libraries, and/or other recognized higher education or community organizations.
* Contributes to achieving the University’s and/or the Libraries’ diversity, equity, inclusion, and accessibility goals.
* Performs 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 and operate presentation equipment to ensure that sessions run effectively.

**SUPERVISORY RESPONSIBILITIES:**

* May supervise graduate assistant(s) and/or student workers, fostering their professional development and growth.

**QUALIFICATIONS (Knowledge, skills, and abilities):**

* Familiarity with trends in higher education, including the ACRL Framework for Information Literacy for Higher Education.
* Knowledge of online learning techniques, with the ability to create tutorials, instructional videos, or other learning objects to support student engagement.
* Familiarity with concepts of instructional design, engaged pedagogy, and student-centered teaching practices, with a demonstrated willingness to apply these concepts in teaching or projects.
* Strong verbal and written communication skills, with the ability to engage effectively with students, faculty, and colleagues from diverse backgrounds.
* Commitment to reflective practice and professional development, as demonstrated by participation in professional development, service activities, or coursework.
* Demonstrated commitment to diversity, equity, inclusion, and accessibility, with examples from coursework, projects, or volunteer work.

**Preferred:**

* Familiarity with student-centered and engaged pedagogy in a higher education context.
* Basic knowledge of tools for creating accessible e-learning objects and experience using course management systems like Canvas or Blackboard.
* Interest in mentoring or supporting peers, new professionals, or MLIS students.

**EDUCATION:**

**Required**

* Master's degree in Library and/or Information Science from an ALA-accredited institution or a non-USA equivalent or a graduate degree relevant to the position's duties.

**Preferred**

* Advanced degree in Education or other related subject area

**EXPERIENCE (Be specific, indicate the minimum years of experience and skills needed):**

**Required**

* Experience or demonstrated potential in information literacy instruction, with a focus on student-centered and active learning approaches.
* Experience or demonstrated potential in creating learning objects (e.g., tutorials, videos, or research guides) to support teaching and learning.
* Experience providing reference services or demonstrated aptitude for public services in an academic or related setting.
* Ability to collaborate with diverse audiences, including students, faculty, and staff, as demonstrated through coursework, internships, or professional activities.

**Preferred**

* One year of experience in an academic library setting, particularly in teaching information literacy or related public services.
* Experience or familiarity with assessment practices, including developing and implementing learning outcomes and evaluating instructional effectiveness.
* Experience working with faculty or academic units to integrate library instruction into the curriculum, as demonstrated by internships or coursework.

**FACULTY REQUIREMENTS**

This position is appointed to Library Faculty Ranks as established by the University System of Maryland Board of Regents. Rank at appointment is based on the successful applicant’s experience and relevant credentials. Library Faculty at the University of Maryland must demonstrate accomplishments and/or evidence of potential for future accomplishments in three areas: 1) librarianship, which includes the assigned area(s) of responsibility and professional development; 2) service, which includes participation in library, university, local, and national committees and professional organizations beyond the assigned area(s) of responsibility; and 3) research, scholarship, and/or creative activities, which includes self- directed inquiry and results dissemination to advance the state of the profession. Library faculty who are successful in meeting these criteria are awarded continuous employment in the form of Permanent Status.

For additional information on faculty status at the University of Maryland Libraries, consult:<https://www.president.umd.edu/policies/2014-ii-100b.html>

**Background Check Requirement**

Offers of employment are contingent on completion of a background check. A prior criminal conviction or convictions will not automatically disqualify a finalist from employment. Prior to any adverse decision, you will have an opportunity to provide information to the University regarding your background check. You will also be provided an opportunity to appeal any decision prior to a final outcome.

**Employee’s Signature Date**

**Print Employee’s Name**

**Supervisor’s Signature Date**