JOB DESCRIPTION

Coordinator for Research and Instruction Services

Job Duties:

Reporting to the Interim Executive Director of Libraries and Media Centers, the Coordinator of Research and Instructional Services will work with faculty and staff to supervise, develop and facilitate information literacy instruction and a full spectrum for research services. The successful candidate will coordinate the operations of the Multimedia Learning Commons, supervise four FTE Library Faculty and one Library Assistant 3 (FT) and one Library Assistant 3 (PT). This position will lead the department in providing effective instruction for all class levels, supervise the embedded librarian program, and encourage the implementation of innovative technologies to expand services. The position should be available to work evening and weekend instructional and reference duties both remotely and in person. As a member of the library’s leadership team, the Coordinator of Research and Instructional Services provides vision for the advancements in the department efforts to service the university community. This position is a liaison to 2-3 academic departments. It is a 12-month position with faculty status. Skills required for this position:

• The ability to develop learning outcomes for library instruction and experience with conducting user assessment and evaluation

• Demonstrated ability to supervise the delivery of on ground and remote library services

• Ability to implement and manage current technologies in reference and instructional services

• Supervisory experience for a department or unit; preferably with librarians with faculty rank and on tenure track; experience with personnel evaluations.

• Familiarity with ACRL Framework for Information Literacy.

• Demonstrated ability to collaborate with other departments on campus;

• Demonstrated ability to set priorities, to organize, and implement new initiatives

• Other duties as assigned that will support the operational and strategic success of the library

• Serve on library, faculty, and university-wide committees.

Minimum Education Experience: Master’s degree in library or information science from an ALA-accredited institution; Five to ten years of current managerial library reference and instructional experience; skilled in collection development and management of liaison duties;

Preferred: Second masters or doctorate; Credentials for the rank of Associate Professor, which includes a substantial record of publication and presentations; Experience with course management systems; Experience with embedded librarian programs; Starting salary: $70,000

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