



# Libraries & Academic Innovation

## **POSITION: Research Services Librarian for Undergraduate Research**

**PRIMARY LOCATION:** The George Washington University Libraries and Academic Innovation, Washington, DC.

### **JOB SUMMARY**

The George Washington University Libraries and Academic Innovation (GWLAI) enriches the academic experience of scholars and students and sparks innovation at GW. We enable research and teaching through access to the latest scholarship and rich archival resources, tailored support for researchers at all levels, guidance for faculty who want to explore new teaching methods and technologies in the classroom, and robust support for online education. Through innovative partnerships, dynamic workshops, and team-based approaches to project management and problem solving, GWLAI fosters collaboration and provides leadership across the university to support the shared mission of generating, making accessible, and preserving new knowledge. Having recently joined the Association of American Universities (AAU), GW is at an exciting moment in its history and trajectory, and GWLAI is a key partner in supporting the university's research and scholarly advancements and promoting discoveries and innovations made by the research community.

GWLAI is seeking a collaborative and service-oriented **Research Services Librarian for Undergraduate Research** to join the Research and User Services (RUS) department and to work in close collaboration with the Center for Undergraduate Fellowships and Research (CUFR). RUS and CUFR are highly collaborative units within LAI where staff and librarians work together to meet student, faculty, and researcher needs across disciplines. Research Services librarians do this by being active teaching partners with faculty to support research instruction in face-to-face and online learning environments. We teach workshops supporting a wide range of user needs including data management and sharing, coding and data analysis, citation management, and much more. In addition to workshops and instruction partnerships, we support the GW community through consultations and team-based collection development and maintenance. LAI staff and librarians are champions of open access and support open scholarly communication and publishing practices, including the adoption and creation of open educational resources. We also contribute to the scholarly community through our own research, professional engagement, and service.

LAI invites applications from motivated and curious professionals with a growth mindset who have an interest in being part of a vibrant, collaborative, mission-driven academic service organization. The University and GWLAI are committed to creating a thoughtful, equitable, and inclusive culture that provides space for innovation and creativity. We offer a work environment that values and supports collaboration, teamwork, and professional growth and development. To foster excellence in an organization committed to diversity, equity, inclusion, and accessibility, LAI actively seeks candidates who bring culturally rich lived experiences and are excited to work with individuals of diverse backgrounds, experiences, races, ethnicities, genders, sexual orientations, abilities, and perspectives.

## **Primary Job Responsibilities**

- Support students, staff, and faculty via research consultations, library instruction, and workshops across disciplines.
- Conduct library instruction for undergraduate and graduate level courses in partnership with faculty, including partnering with GW's first-year University Writing Program.
- Advise undergraduate students on research funding opportunities and writing successful research proposals for award competitions through individual consultations and workshops.
- Co-manage undergraduate research award competitions, e.g. GW Undergraduate Research Award, Sigelman Undergraduate Research Enhancement (SURE) Award, and the Eckles Prize for First Year Research Excellence.
- Manage GW's Transcript Notation for Undergraduate Research Experiences, including liaising with students, faculty, and the Office of the Registrar.
- Collaborate with faculty to identify opportunities for undergraduate students to engage with faculty research projects.
- Collaborate with GWLAI colleagues and others to develop and deliver programming to enable students to be successful researchers.
- Create a community of students, faculty, and other researchers to support the development of undergraduate research competencies such as analyzing data, developing research plans, preparing research grant proposals, and publishing research findings.
- Contribute to the broader professional community by sharing knowledge in scholarly/professional venues and through service to the University and the profession.

## **Basic Qualifications:**

Research indicates that applicants from underrepresented groups are hesitant to apply for positions if they do not meet all the minimum and preferred qualifications. We want to emphasize that the preferred qualifications are not required and that we are committed to helping our future colleagues develop the preferred skills. Additionally, applicants are encouraged to communicate how their work and other experiences satisfy the minimum qualifications in ways that may not be obvious.

### ***Minimum***

- ALA-accredited Master's degree in library or information science or other advanced degree with relevant experience by date of appointment.
- Demonstrated ability to partner with academic departments to advance research and scholarship across disciplines.
- Demonstrated ability to collaborate with others in an environment committed to equity, diversity, inclusion, and accessibility.
- Demonstrated ability to manage complex projects and processes for successful outcomes.
- Excellent oral and written communication skills.

### **Preferred:**

- Academic advising, tutoring, coaching, mentoring of undergraduate students.

**Appointment Rank & Salary:** Librarian I/II/III, full-time appointment. Rank and salary are contingent upon qualifications and are competitive for DC-area academic libraries. Minimum salary for each rank: Librarian I: \$54,000; Librarian II: \$58,956; Librarian III: \$68,700. Comprehensive benefits package includes 22 days/year paid annual leave; 12 days/year paid sick leave; paid winter break and 8 other holidays; medical, dental, and vision; 401(A) retirement plan, 4% base and GW will match 150% of the first 4% of your 403(B) contributions, up to a maximum of 6% of your eligible compensation; tuition assistance; ongoing support for professional development; and paid parental leave. Librarians are eligible to apply for research leave after a defined period of service. For benefit details, please visit [GW Benefits](#).

This position is classified as a [Council of Librarians](#) position and is eligible for a partial hybrid on-campus/remote work schedule. This position is a continual reappointment position with reappointment periods of 3-5 years depending on rank. Proven commitment to the profession is expected and can be exhibited through service, publication, and/or presentations.

**Other Information:** The University and GWLAI are committed to creating a thoughtful, equitable, and inclusive culture that provides space for innovation and creativity. We offer a work environment that values and supports collaboration, teamwork, and professional growth and development. To foster excellence in an organization committed to diversity, equity, inclusion, and accessibility, LAI actively seeks candidates who bring culturally rich lived experiences and are excited to work with individuals of diverse backgrounds, experiences, races, ethnicities, genders, sexual orientations, abilities, and perspectives.

A virtual information session for interested candidates will be offered on January 10th, 2024 at 7pm (Eastern). Please visit <https://go.gwu.edu/librarianjobs> for details.

#### **APPLICATION PROCEDURE**

- To be considered, please visit <https://www.gwu.jobs/postings/107487> and upload a CV and a cover letter that includes an assessment of skills and experiences related to minimum and preferred qualifications.
- Only complete applications will be considered. Review of applications will begin on **January 18, 2024** and will continue until the position is filled. Employment offers are contingent upon the satisfactory outcome of a reference check and standard background screening.
- Employer will not sponsor for employment Visa status

The university is an Equal Employment Opportunity/Affirmative Action employer that does not unlawfully discriminate in any of its programs or activities on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or expression, or on any other basis prohibited by applicable law.