

Internal Title:	Science, Technology & Mathematics Librarian		
Division:	Academic Affairs	Department:	Albert S. Cook Library – Research & Instruction Department
Supervisor:	Claire Holmes	Date revised:	April 2018
Employee:		Employee ID:	

HR Use Only:	Classification:	SAP:	Position #:
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POSITION DETAILS		
<p>Purpose of the Position: Serves as a research and instruction librarian and as liaison and subject specialist for Science, Technology and Mathematics and other disciplines as assigned. Plans and teaches information literacy in liaison area and other disciplines. Participates in the development, implementation and assessment of a comprehensive, integrated information literacy program. Evaluates and selects resources for the assigned collection and related areas; creates instructional materials; provides research assistance and reference services to students, faculty and members of the university community and to the community at large. Participates in developing library support for data management and data literacy initiatives. Designs and implements library initiatives to support student success and retention. Participates in library assessment initiatives. This position is a 12- month faculty status position. Librarians are expected to progress successfully along the promotion and permanent status track and participate fully as members of the library faculty. Rank is determined by qualifications at time of appointment.</p>		
List Job Duty/Responsibility in order of importance	% of time (ex: 4 hours/day = 50%)	Check if a "Sustainable" function (required duty even when leave is granted)
<p>a. Information and Research Education</p> <ul style="list-style-type: none"> •Teaches students, faculty, staff, and other members of the university community how to find, evaluate, and ethically use resources according to principles of information literacy. •Applies learning theory and pedagogy to information literacy instruction; shares expertise with library faculty. •Uses innovative strategies to design, provide and assess library instruction sessions for university classes. •Plans and provides in-person, virtual and hybrid course-integrated and stand-alone library instruction sessions in liaison areas and other disciplines as needed. •Engages and collaborates with faculty on assignments, course design and pedagogical strategies to teach information literacy and incorporate information literacy learning outcomes into the curriculum. •Participates in the development and assessment of a comprehensive information literacy education program as part of the Towson University curriculum. •Creates and updates bibliographical materials, instructional materials, learning modules and tutorials using a variety of formats including print, digital, web-based, and emerging technologies. •Participates in developing library support for data management and data literacy initiatives. 	30%	<input type="checkbox"/>
<p>b. Liaison Responsibilities</p> <ul style="list-style-type: none"> •Serves as a library's liaison to the departments listed above and other disciplines as assigned. •Establishes relationships and communicates with faculty in assigned disciplines in order to facilitate collaborations and promote library resources and services. •Collaborates with faculty to select library materials to support the programs in the assigned disciplines; develop subject-area collections in all formats, and de-select materials when appropriate. • Investigates and advises faculty about collection needs to support new curriculum. •Follows and analyzes trends in teaching, research and scholarship of liaison areas. •Stays informed of faculty research agendas in order to respond to departmental needs, including resources needed by faculty. 	25%	<input type="checkbox"/>
<p>c. Research and Reference Services</p> <ul style="list-style-type: none"> •Assists and educates users in finding, accessing, evaluating and ethically using library resources and other sources of information in all formats. •Provides library research assistance and support to students, faculty, staff, and members of the community. •Answers questions requiring specific information from library sources. •Provides referrals to other services, facilities, organizations or information sources. •Identifies and contributes to development of new services to meet user needs. •Evaluates, selects and deselects reference materials in all formats for liaison areas and for the general reference collection. •Participates in review, revision and implementation of the reference collection development policy. 	20%	<input type="checkbox"/>

•Shares in person and virtual reference responsibilities with other professionals, including evening and weekend rotations as needed.		
d. Scholarly Research, Publications and Presentations •Conducts relevant scholarly research and disseminates findings through writing and other avenues. •Develops and delivers presentations related to academic libraries, higher education, and topics relevant to areas of responsibility. •Participates in the work of and serves in leadership positions for relevant professional associations. •Contributes to local, state, and regional library initiatives. •Demonstrates commitment to continual professional development.	15%	<input type="checkbox"/>
e. Library and University Service •Participates in and contributes cooperatively to outreach, marketing, assessment, diversity, curricular, and other library and university initiatives. •Participates in and contributes cooperatively to department, library and university activities. •Serves on library, university, and University System of Maryland committees related to areas of responsibilities.	10%	<input type="checkbox"/>
f.		<input type="checkbox"/>
g.		<input type="checkbox"/>
h.		<input type="checkbox"/>

SUPERVISORY RESPONSIBILITIES *excluding students

Are there supervisory responsibilities, including hiring/firing authority, conducting performance evaluations, and approving timesheets? ☐Yes ☒No
 If yes, list the position titles below that will report to this position (excluding students).

MINIMUM REQUIREMENTS

Completion of this section will be reviewed and confirmed by OHR. Minimum requirements for non-exempt positions are designated by the USM Job Specification. Minimum requirements for exempt positions will be reviewed in accordance with OHR practices.

Education Requirements	Work Experience Requirements
<input type="checkbox"/> High School diploma or equivalent <input type="checkbox"/> Associate's degree/vocational training <input checked="" type="checkbox"/> Bachelor's degree <input checked="" type="checkbox"/> Master's degree <input type="checkbox"/> Doctorate degree <input type="checkbox"/> Professional license (list):	Type of Work Experience: <input checked="" type="checkbox"/> None <input type="checkbox"/> One year <input type="checkbox"/> Two years <input type="checkbox"/> Three years <input type="checkbox"/> Four years <input type="checkbox"/> Five or more years; specify:

Special Certification Required? ☐Yes ☒No If yes; list type:

Required Knowledge, Skills, and Abilities for the position:

- Master's degree in Library or Information Studies from an ALA accredited institution.
- Bachelor's degree in an area of liaison responsibility.
- Strong commitment to supporting the academic and research needs of students, faculty and staff.
- Demonstrated skill in library instruction and information literacy.
- Knowledge of and ability to apply learning theory, pedagogy and instructional technology to information literacy instruction.
- Background in assigned disciplines and understanding of teaching and research trends in that those subject areas.
- Demonstrated ability to provide traditional and virtual reference and research assistance in a variety of disciplines.
- Proficiency in the use of digital and print resources.
- Experience using web page authoring tools and social networking applications.

- Strong, positive interpersonal and collaborative skills; ability to work in a team environment.
- Excellent oral, written and interpersonal communication skills.
- Demonstrated initiative and ability to work independently and collaboratively on a variety of projects simultaneously.
- Demonstrated excellent organizational, analytical, time management and project management skills. •Ability to work flexibly and creatively in a changing and fast paced environment with a diverse population.
- Ability to develop knowledge and skills related to data management and data literacy.
- Demonstrated ability to meet the University's criteria for promotion and permanent status of library faculty.
- Demonstrated competencies as outlined in "Professional Competencies for Reference and User Services Librarians
<http://www.ala.org/ala/mgrps/divs/rusa/resources/guidelines/professional.cfm>

Preferences (including additional education, work experience, knowledge, skills, and abilities)

ADDITIONAL INFORMATION

Specialized software utilized (outside of Microsoft Office and Internet):	Online research databases, specialized library applications, integrated library systems, web authoring tools, statistical software, and social media applications and others as appropriate.
Specialized machinery/equipment utilized:	Computer and office equipment including but not limited to personal computer, scanner, fax machine, copy machine, printer, and hand held devices.
Typical decisions made by this position:	<ul style="list-style-type: none"> •Determines scope of library instruction, develops lesson plans, and creates educational materials. •Provides research advice to students, faculty, staff and other library users. •Utilizes triage approach in assisting multiple users. •Selects materials to be purchased for library collection. •When only professional in the library, makes decisions related to staff deployment and emergencies.
Consequences of serious performance errors to the university:	<ul style="list-style-type: none"> •Poor performance in information literacy instruction and reference/research assistance could affect student learning outcomes. •Poor performance in liaison responsibilities could affect library support to faculty. •Poor decision-making in the area of collection development could affect the quality of the library resources.
Internal and external contacts:	<ul style="list-style-type: none"> •TU students, administrators, faculty, staff, alumni, potential donors and members of the community. •Librarians and staff from USMAI (University System of Maryland and Affiliated Institutions) library consortium. •Librarians and staff from professional library organizations such as Maryland Library Association, Association of College and Research Libraries, and American Library Association.
Physical demands of the position:	Light work. Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, repetitive motions. Close visual acuity. Subject to inside environmental conditions
Special hours of work required:	Some evening and weekend work is required.
Additional comments:	

REQUIRED SIGNATURES (employee is required to sign within two weeks of appointment)

_____ Employee I acknowledge receipt of the job duties and requirements as specified above.	_____ Date
_____ Supervisor/Manager	_____ Date