

Job Title: Librarian for Digital Literacy & General Education

Department: Cowles Library

Reports to: Director of Library Instruction

Classification: Library Faculty, Exempt

General Summary:

Provides coordination of Cowles Library's programs in support of Drake's General Education Curriculum, including First Year Experience initiatives, as well as support of Digital and Media Literacy. Initiates and coordinates services focused on engaging and supporting undergraduates as they pursue the curricular goals of the General Education portion of the Drake Curriculum.

Essential Functions:

- Work, individually and collectively, with those (administrators, faculty, and staff) who support General Education at Drake, to facilitate the integration of Information Literacy content; and to support the overall goals of the Drake Curriculum.
- Serve as the Campus Coordinator for Information Literacy
- Coordinate library instruction, programs, and services for First Year students, including the Information Literacy Project.
- Teach at least one FYS Seminar each fall semester.
- Act as library liaison to various university First Year Experience initiatives.
- Teach at least one for-credit course (e.g, FYS or LIBR course) per semester that directly supports the Drake Curriculum.
- Work with other Library faculty to explore and develop non-traditional course delivery and/or training, e.g., online or "blended" courses.
- Assume primary responsibility for assessment of Information Literacy at Drake, within the context of General Education requirements.
- Use the results of that assessment to enhance library teaching, technology, and services.
- Provide appropriate public service duty as assigned, including daytime, evening, and weekend reference service.
- Help coordinate the library's social media presence on Twitter and Facebook.

Additional Duties:

- Serves on library and university committees
- Participates in the ongoing evolution of the library's strategic plan and annual program
- Participates in appropriate library public service activities within the university and the community.
- Serve as the library liaison to the School of Journalism and Mass Communication, including providing customized reference and instruction for SJMC students and faculty,

Principal Working Relationships:

- Works with the Director of Library Instruction to coordinate activities with those of other librarians and staff.
- Works with other Cowles faculty and staff members on committees and cross-functional teams and working groups.
- Works with Drake faculty, staff, and students on University-wide committees and/or state-wide and national collaborations.
- Works closely with the Campus Coordinators for Writing and Public Speaking on shared initiatives.

Knowledge, Skills, and Abilities:

- Demonstrated working knowledge of current issues in librarianship.
- Demonstrated working knowledge of current best practices in information literacy instruction.
- Ability to plan, organize, teach classes at the university level.
- Demonstrated working knowledge of proposing and defending courses for approval by the University Curriculum Committee.
- Appreciation for library user needs and services, with public relations skills.
- Ability to work in an organization that is evolving, team-oriented, and focused on service enhancements and outcomes.
- Ability to effectively express self in written and oral communications.

Qualifications:

- Master's degree in Librarianship from an ALA-accredited library school
- Experience teaching library instruction classes in an academic environment
- Experience teaching undergraduate courses in a collaborative environment
- Strong commitment to service
- Excellent communication skills
- Ability to work collaboratively
- Working knowledge of current issues in academic libraries
- Demonstrated knowledge of library resources and their practical applications in research
- Experience with assessment at the program level