Title of Position: Information Literacy/ Learning Commons Librarian

I. SUMMARY OF POSITION

The Information Literacy/Learning Commons Librarian will participate in the library’s instruction program by: developing, scheduling, and offering research and technology sessions to the Loyola community; promoting efforts to integrate information literacy throughout the campus curriculum; assisting in the development and implementation of Learning Commons services and programs; and serving as a liaison to one or more academic departments.

II. ORGANIZATIONAL RELATIONSHIPS

Responsible to: Associate Dean for Public Services.

Assignments received from: Associate Dean for Public Services, Music and Instruction Coordinator, Learning Commons Coordinator, and other teams and staff members.

Interacts with: University students, faculty, staff, alumni, and community; serves on various library teams and University committees.

Nature of supervision received: Meets regularly with Associate Dean for Public Services and receives feedback from the Learning Commons Team, Teaching and Learning Team, and other teams and individuals.

Nature of supervision given and individual(s) or groups supervised: Supervises, mentors, and trains library student employees as needed.

III. DUTIES AND RESPONSIBILITIES

A. Essential Functions

1. Teaching & Learning Team (TLT)
   a. Provide information literacy and technology instruction.
   b. Work with the team to develop standardized curriculum for courses.
   c. Develop and create online tutorials, guides, and other materials.
   d. Participate in the assessment of the library’s instruction program.
   e. Promote efforts to integrate information literacy throughout the campus curriculum.
   f. Assist the TLT team leader in maintaining the teaching schedule, room and equipment reservations.
2. Learning Commons
   a. Provide professional, high quality research, circulation, and technology support services, including research by appointment and virtual reference.
   b. Maintain current knowledge about the university and the library, and the skills necessary to assist users with finding, evaluating, using, applying and presenting information to support teaching and learning.
   c. Develop and conduct training sessions for library faculty, staff, and students who work at the Learning Commons Desk.
   d. Handle complex situations with tact, discretion, and equity; exercise good judgment in interpreting and applying policies and procedures.

3. Liaison and Library Faculty Responsibilities
   a. Serve as a librarian liaison to one or more academic departments.
   b. Serve on library teams and university committees.
   c. Fulfill expectations for promotion and tenure.
   d. Participate in professional development.

IV. QUALIFICATIONS

A. Required Education, Experience, Skills, and Abilities
   1. Master’s of Library Science degree from an ALA accredited library school.
   2. Experience working in an academic library.
   3. Teaching experience; including information literacy and technology instruction.
   4. Strong commitment to team-based work and responsive and innovative service. Ability to balance varied responsibilities and projects.
   5. High level of competency with software applications such as MS Office; ability to learn new technology skills.
   6. Excellent interpersonal, communication and writing skills with clear evidence of ability to interact effectively with faculty, staff, students and others; demonstrate problem-solving and conflict-resolution skills.

B. Additional Desirable Qualifications
   1. Experience developing tutorials and other learning objects.
   2. Experience scheduling workshops and instructors
   3. Experience with Blackboard or other course management software.