Position: Emerging Technologies Librarian

Definition: The Emerging Technologies Librarian is a twelve month, faculty status, professional librarian position reporting to the Library Director whose responsibilities include maintaining the library’s Integrated Library System (ILS), administering the library’s discovery service (Summon), serving as site coordinator to MOBIUS; integrating all electronic resources (eBooks, electronic databases, and other software applications) into the online catalog; managing web content; administering social media applications; collaborating on digitization projects; providing staff technology training; working closely with campus Information Technology, Distance Learning, Campus Card, and Marketing/Public Relations Departments; and general librarian duties.

Qualifications:
Required
• Master of Library Science degree from an American Library Association (ALA) accredited institution
• Minimum two years library experience
• Website development or administration experience
• Ability to work independently and collaboratively
• Strong customer service skills; demonstrated oral and written communication skills
• Commitment to professional development

Preferred
• Academic library experience
• ILS administration and training experience, preferably Innovative Interfaces
• Experience working within a consortium
• Experience using a bibliographic utility, preferably OCLC
• Experience using programing languages such as JavaScript & CSS
• Knowledge of and/or use of Content Management Systems, preferably OmniUpdate
• Knowledge of and/or use of Learning Management Systems, preferably BlackBoard
• Experience using SpringShare products – LibGuides, LibAnswers, LibChat, RefAnalytics
• Experience creating streaming video tutorials

Specific Responsibilities:
• Manage and support the operation of the library's shared integrated library system by maintaining configuration and access tables, creating documentation, maintaining passwords and authorizations; resolving problems relating to records, access, and functionality; and keeping up-to-date on system and software issues.
• Serve as the site coordinator to the MOBIUS consortium and participate in activities and projects affecting the SWAN cluster.
• Coordinate the library’s online learning initiatives (widgets, apps, streaming videos, webinars) by working with teaching faculty and distance learning staff to integrate electronic learning materials into the Learning Management System
• Provide support for bibliographic utility software by working with vendors, library staff, and campus IT professionals to resolve functionality and access problems.
• Collaborate with library departments, campus IT professionals, bibliographic utility vendors, and MOBIUS to identify, format, and coordinate the batch loading of vendor-supplied records into the online catalog
• Provide staff training for library software applications and upgrades as well as new equipment
• Serve as library representative on university committees pertaining to information technology, web management, and course management software and other applications
• Build staff awareness of new and emerging technologies
• Plan, develop, and evaluate library website and campus content management software
• Identify, evaluate, and recommend the adoption of technologies that improve the Library’s physical and virtual presence
• Assess the impact of technology-based services on Library users
• Collect and report usage statistics and other user input and data
• Advise and assist in efforts to use emerging technologies to build relationships with users and increase awareness of Library resources and services in the campus community

**General Librarian Duties:**

• Participate in departmental meetings, planning, staff selection, and evaluation
• Serve as liaison to assigned departments within the university
• Provide collection development in assigned areas
• Hire, train, supervise, schedule, and evaluate student workers
• Perform the duties of institutional service, professional development, and job-related public service as required by the university
• Promote/publicize library services and resources
• Collaborate with the Library Director to develop individual professional goals and objectives
• Participate in professional development activities such as webinars, workshops, and conferences
• Provide reference assistance as assigned for weekly desk hours, including evening and weekend rotation
• Complete additional tasks or special projects as assigned