Position: Information Literacy Coordinator

Reports to: Director

Department: Library

FLSA Status: Exempt

Scope: A regular, full time, 12-month professional position responsible for providing leadership for the Library’s information literacy and instruction program, including outreach to faculty and instructional assessment. Participates with other librarians in providing instruction, research services, liaison to assigned departments, collection development support, and other responsibilities as assigned. Some evening and occasional weekend hours required. The position reports to the Library Director.

Basic Responsibilities:

Coordinate the Library’s instruction and information literacy program:
- Provides expertise and leadership in defining Library’s role in the adoption and evaluation of new instructional models and information literacy techniques, including integrating emerging technologies, use of online learning platforms and creation of non-traditional course materials.
- Demonstrates leadership and project management skills in coordinating the efforts of the information literacy team.
- Creates, defines, and fosters an innovative information literacy program to support and enhance the College’s learning outcomes.
- Ensures quality and consistency with online resources that support information literacy and self-learning activities, including incorporation into the College’s learning management system (Blackboard).
- Creates and maintains instruction resources for faculty and the schedule of instruction classes.
- Promotes the instruction and information literacy program to the College and faculty.
- Assesses the effectiveness of the instruction and information literacy program, and works with librarians to make adjustments when necessary.
- Prepares statistical reports on an ongoing and as needed basis.
- Manages library facilities used for teaching including ensuring instruction lab workstations and software are well maintained.
- Participates with other librarians in preparing and delivering instruction classes online and in-person, including developing and maintaining subject guides.
- Maintains current skills with library instruction techniques, technologies and information literacy theories.

Liaise with academic departments to provide for their specific instructional, informational and library support needs:
- Works collaboratively with faculty to develop innovative and effective approaches to strengthening student information literacy skills

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of supervisors to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.
• Establishes and maintains regular and frequent contact with the academic units assigned; develops relationships with faculty and in-depth knowledge of the curriculum to inform decision making
• Creates tools in multiple formats to support student learning and effective use of resources
• Provides excellent and proactive reference and research assistance in person, in print, and online
• Works closely with faculty in designated academic departments, coordinating and facilitating the selection of library materials appropriate to the curriculum and the Library’s collection development policy

**Provide reference services to the College community and general public**
• Assists users in conducting research, finding information and using the Library’s resources

**Participate in professional organizations and takes part in college academic activities**
• Participates in relevant professional organizations.
• Attends professional meetings, workshops and presentations to keep skills current.
• Participates in college academic activities.

**Participate as a member of the leadership team working closely with the Library Director to advance the mission and goals of the Hoover Library.**

**Perform other duties as assigned.**

**Qualifications:**

• ALA accredited Master’s Degree in Library or Information Science
• Two or more years of instruction experience in an academic setting
• Enthusiasm for information literacy instruction and providing interdisciplinary liaison activities, especially working with faculty and providing personalized research support for students
• Expertise in information literacy concepts, instructional design, assessment, and curriculum development. Ability to develop and implement engaging course-related library instruction sessions. Knowledge of learning theory, pedagogical methods, and learning outcomes assessment to support information literacy instruction. Demonstrated understanding of the difference between online, face-to-face and blended learning environments and commitment to the use of new information technologies in instruction. Strong problem-solving and organizational skills with demonstrated ability to provide well-reasoned analysis using appropriate research and data resources and developing reports to support conclusions.
• A strong commitment to library service excellence in all forms
• Ability to work in a strongly collaborative environment and fit into the cross-functional nature and close-knit community at a small liberal arts college
• Excellent interpersonal, verbal and written communication skills
• Ability to calmly manage stressful situations and juggle multiple tasks and commitments in an effective and timely manner
• Ability to successfully lead and complete projects
• Commitment to professional development and service

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**Physical Characteristics:**
Must be capable of lifting boxes and/or pushing carts of 25 lbs on a regular basis; must minimize exposure to paper/book dust, molds, and vapors from library mending and cleaning products through the use of protective masks and gloves when necessary.

**TO APPLY**
Please send a cover letter addressing position qualifications and related experience, resume, and the names and contact information of three professional references using the following link:
http://www2.mcdaniel.edu/jobs/ Only applications submitted through this link will be accepted. Review of applications begins May 2, 2016.

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