TITLE: Butler Libraries, Information Commons Librarian – 12-month, non-tenured (Assistant Professor)

The Information Commons Librarian leads the planning, management, and oversight of the Butler University Information Commons (IC) program. The IC program is a student-staffed, research and technology support service provided in partnership with the Center for Academic Technology; the students in this program staff Irwin Library’s main service point fielding basic research questions, providing instructional technology support, and checking out library materials and equipment. This position focuses on developing IC student information literacy competencies to support peer-to-peer research support at the service point. The IC librarian manages two IC program support staff who assist in managing the IC service point. This position also serves as a liaison to one or more academic departments, providing course-integrated library instruction in support of programmatic student learning outcomes, managing collection development, and providing research support for the faculty and students in those departments.

This is a 12-month, continuing (non-tenured) faculty appointment and reports to the Associate Dean for Instruction & User Services. This position is expected to fulfill the requirements of faculty status through active contributions in the areas of librarianship; research, scholarship and creative activity; and service.

Essential Duties and Responsibilities include:

- Works in partnership with the Center for Academic Technology to develop, direct, and assess shared Information Commons projects and initiatives that support the University curriculum and address evolving end-user needs related to information literacy and instructional technology. (This program is co-led with a Center for Academic Technology Academic Technology Specialist.)
- Hires, trains, and manages the Information Commons Assistants/Associates (approximately 20-30 students) who are employed by Butler Libraries and the Center for Academic Technology.
- Hires, trains, and manages two Information Commons support staff who assist in running the Information Commons library service point.
- Provides course-integrated instruction to liaison departments and partners with faculty to identify needs and assess the effectiveness of information literacy learning for the departmental majors.
- Provides research consultation to liaison departments students, faculty, and staff.
- Oversees collection development for assigned liaison departments, recruits scholarly content from discipline faculty for inclusion in the digital repository, and informs faculty and staff about scholarly communication issues (ex: copyright).
- Assists in supporting the Core Curriculum through information literacy instruction (ex: First-Year Seminar).
- Contributes to the development and promotion of library policies, services, and resources through educational and outreach activities.
- Engages in scholarly and creative activities related to librarianship, including publications and presentations at the local, state, or national levels.
- Participates in a service role on university, community, or professional committees at a local, state, or national level.
KNOWLEDGE, SKILLS and ABILITIES:

Desired Knowledge, Skills, and Abilities:

**Teaching and Learning**
- Adapt and respond to the changing needs of student research and information behaviors.
- Maintain knowledge of discipline-specific pedagogies and related research practices.
- Actively engage with faculty as partners in programmatically integrating information literacy concepts and skills into the curriculum.
- Use sound instructional design practice to develop learning materials and instructional sessions in a variety of formats (e.g. face-to-face instruction, e-learning delivery, flipped classroom methods).
- Measure instructional outcomes in order to ensure effectiveness of instructional initiatives.

**Knowledge Management**
- In alignment with a collection development policy, strategically assess acquisition, retention and maintenance of liaison collections in all formats.
- Ability to create research tools (e.g. tutorials, subject resource pages) to help students and faculty conduct research.
- Discover and recruit institutional scholarly output in one's assigned liaison area.
- Educate and inform faculty and the campus community about scholarly communication issues (e.g. copyright, intellectual property, open access issues).
- Demonstrate a continual commitment to improvement of operations and services to improve performance and productivity.

**Outreach and Communication**
- Provide consultation services that involve subject or other specialized areas of expertise.
- Seek to collaborate and partner with faculty and administrative staff in the educational and research process.
- Effectively promote library services and resources to users.
- Anticipate how to be a vital partner in the changing research and learning enterprise.

**Knowledge of Role / Expertise**
- Understand and apply best practices in effective supervision
- Maintain a breadth of knowledge of technological possibilities and applications.
- Demonstrate flexibility, openness, and receptivity to new ideas and approaches.
- Anticipate and adapt to new challenges, changing priorities, situations, and demands.

**Minimum Qualification:**
- Master's of Library Science from an ALA-accredited institution and ability to meet minimum qualifications for the rank of Assistant Professor as stated in 20.30.30.B.2.a of the Butler University Faculty Handbook.

**Preferred Qualification:**
- Master’s of Library Science from an ALA-accredited institution and experience in management or supervision and ability to meet minimum qualifications for the rank of Assistant Professor as stated in 20.30.30.B.2.a of the Butler University Faculty Handbook.
WORKING CONDITIONS:

Work is generally performed in an office environment. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily. Frequent walking, standing, lifting, guiding, or carrying of equipment and materials may be required. Working hours may vary and occasional evening or weekend work is required.

REPORTS TO: Associate Dean for Instruction & Users Services

SUPERVISES: Information Commons Library Associate; Information Commons Library Assistant (evening)

The above is intended to describe the general content of and requirements for the performance of this position. It is not intended to be construed as an exhaustive list of duties, responsibilities and requirements.