Head, Instruction and Engagement & Subject Librarian for English

Department: Instruction and Engagement in the Research, Engagement, and Scholarly Communications Division

Salary: Commensurate with qualifications and experience

Position Availability: Immediately

The Emory Libraries seeks a dynamic professional to provide leadership and planning for all aspects of library instruction and engagement and serve as the subject librarian to English. The ideal candidate will be able to work successfully in a collaborative environment with subject and scholarly communications librarians participating in instruction and engagement. The candidate will also supervise one librarian and student(s).

Position Summary

Reporting to the Director, Research, Engagement, and Scholarly Communications Division, the Head of Instruction and Engagement leads the Library’s efforts in planning, implementing and managing an information literacy and engagement program. This includes working with Emory colleagues including subject librarians, scholarly communications librarians, and teaching faculty to meet curricular needs by developing a sustainable and effective educational program that includes both traditional and online formats and is learner-centered and pedagogically sound. The Instruction and Engagement Head provides leadership for all aspects of instruction-related policies, procedures, and practices that support student learning and assesses programs in relation to student success. In addition, this position liaises and partners with colleagues in the Writing Program, in Teaching and Learning Technologies, the team that manages the learning management system Canvas, and in the Instructor Development Community of Practice.

As subject librarian for English, the librarian will be involved and engaged in the entire life-cycle of research, teaching and learning processes, providing a full range of subject specific library services to include collection development, consultation, instruction, reference services, and assessment. The librarian will collaborate with and support faculty in course-specific ways, including providing point of need instruction sessions and assignments, research guides and/or tutorials. The Librarian will work to create and sustain strong relationships with the Stuart A. Rose Manuscript, Archives, & Rare Book Library and Emory’s Center for Digital Scholarship to engage in evolving campus digital scholarship initiatives.

Key Responsibilities & Duties

1. Responsible for overall planning, development, implementation, promotion, and assessment of library educational programs including library orientation, course-integrated sessions, and information literacy sessions for undergraduate and graduate students and faculty development offerings for faculty.

2. Coordinates and works collaboratively with subject and scholarly communications librarians to facilitate their involvement in overall library instruction services and participates in the activities of the Instructor Development Community of Practice (ID-COP).
3. Coordinates and promotes library instruction services to the campus community and to faculty and students by working collaboratively with campus entities such as Emory College of Arts & Sciences Academic Support departments, the Writing Program, the Center for Faculty Development and Excellence, and others that support undergraduate and graduate education and faculty development.

4. Coordinates instruction efforts with Teaching and Learning Technologies including integration of library resources within Canvas, the learning management system.

5. Coordinates outreach and engagement efforts with other university entities (e.g. initiates partnerships, serves on College-wide committees, etc.) to integrate library resources and services into the programming of those units.

6. Plans and implements training and professional development opportunities for subject and scholarly communications librarians on all aspects of library instruction, including theory, pedagogy, best practices, and available resources.

7. Develops and maintains working knowledge of instruction and engagement services and programs in other Emory libraries (Goizueta Business Library, Woodruff Health Sciences Library, Rose Library, Law Library, Oxford Library, and Theology Library) to facilitate communication and collaboration.

8. Performs other duties related to Instruction and Engagement as needed to accomplish the goals of the department, division, and library.

9. Serves as the department head for Instruction and Engagement with programmatic responsibility for functional areas and direct supervision of 1 FTE librarian and student(s).

10. Serves as a member of the management team within the Research, Engagement and Scholarly Communications Division.

11. Works with direct reports to coordinate recruitment, hiring, orientation, training, supervision, and evaluation of staff and student employees. Coaches, mentors, and counsels both direct and indirect reports in order to develop staff in a positive and proactive manner ensuring individuals have opportunity to develop broad knowledge of library operations and services as well as specialized skills. Works with LITS HR staff to develop specific training for staff based on need and participates in succession planning and management initiatives as appropriate.

12. Responsible for developing and maintaining up-to-date librarian position responsibilities statements and library staff job descriptions for staff within department. Reviews requests for new positions and reclassifications and submits to University Librarian for consideration. Works with LITS HR staff to facilitate reclassifications.

13. Conducts annual performance evaluations for direct reports and oversees annual process within the department/unit ensuring that annual evaluations are conducted in a timely manner and submitted on time in accordance with campus and library policy.

14. Establishes and maintains communication with department/unit staff to facilitate the work of the library and ensure library staff is informed of library activities and initiatives.

15. Serves as primary liaison to and actively develops professional relationships with faculty, students and staff in English.

16. Plans and delivers innovative reference and instruction services; teaches research tools and skills relevant to the discipline.

17. Collaborates with faculty to achieve information and digital literacies and archival pedagogy learning outcomes in course-specific ways.

18. Provides in-depth, specialized consultation in support of the entire research lifecycle.


20. Assists faculty engaged in digital scholarship projects and teach and learning with technology initiatives; collaborates as needed with Emory’s Center for Digital Scholarship (ECDS) and Academic Technology Services.

21. Partners with other libraries, especially research services in Emory’s Stuart A. Rose Manuscript, Archives, Rare Book Library, to promote teaching and research of primary evidence materials.

22. Contributes to University efforts to assess and promote institutional scholarship.
23. Develops and manages excellent electronic, multimedia, and print collections in English literature to support the research and teaching needs of the Emory University community.

24. Promotes resources using current tools and technologies.

25. Collaborates with colleagues in related fields to acquire materials, especially the curators in Emory’s Stuart A. Rose Manuscript, Archives, Rare Book Library.

26. Provides marketing and assessment of library services.

B. PROFESSIONAL RESPONSIBILITIES

1. Participates in professional and scholarly associations and organizations including maintaining membership and/or accreditation; attending meetings, conferences, and workshops; and serving in appointed or elected positions.

2. Maintains up-to-date professional knowledge and skills in areas related to primary job assignment as well as maintains general knowledge of current trends in higher education, academic libraries, and information and educational technology.

3. Provides reference assistance to Emory students and faculty, visiting scholars, and the public as needed and assigned.

4. Adheres to guidelines outlined in the *Handbook Governing the Librarian series for Faculty-Equivalent Librarians* to ensure appointment, appointment renewal and promotion-in-rank

5. Participates in library and campus committees as appropriate for service purposes.

**Required Qualifications**

- ALA-accredited master’s degree in Library and Information Science or equivalent education and experience (subject expertise).
- Minimum 5 years of academic library experience.
- Demonstrated knowledge and experience with instruction, information literacy, and assessment of library services and resources.
- Demonstrated experience coordinating/implementing an instruction program.
- Demonstrated experience with technology and tools for research and teaching.
- Familiarity with new technologies, such as text-mining, network analysis, data-visualization, and other digital applications relevant to the study of English literature and their use in pedagogy.
- Commitment to user-centered library services.
- Strong understanding of the key issues and trends in instruction, collection development, research, and reference in the subject area of English.
- Knowledge of scholarly communication issues and trends within the literature disciplines.
- Evidence of excellent communication, public speaking, teaching, writing and analytical skills.
- Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty, staff, and student population.
- Demonstrated willingness to respond to new opportunities with initiative, creative energy, and leadership.
- Evidence of active participation, involvement, and leadership in local, state, regional, national, or international professional or scholarly associations.

**Preferred Qualifications**

- Practical knowledge of ACRL’s Framework for Information Literacy for Higher Education.
- Advanced degree in English Literature or related discipline.
- Experience working with ALMA, vendor sites, like YBP's GOBI, LibGuides, LibAnswers, and other assessment tools.
• Background and/or interest in other humanities disciplines, such as comparative literature or classics.

Application Procedures

Interested candidates should review the applications requirements and apply online at

https://faculty-emory.icims.com/jobs/20206/job

Requisition/Job Posting # 20206

Applications may be submitted as Word or PDF attachments and must include:

1) Cover letter of application describing qualifications and experience;
2) Current resume/vita detailing education and relevant experience; and
3) On a separate document list the names, email addresses, and telephone numbers of 3 professional references including a current or previous supervisor.

Candidates applying by June 15, 2018 will receive priority consideration. Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women, minorities, people with disabilities and veterans.

General Information

Professional librarians at Emory Libraries are 12-month faculty-equivalent positions evaluated annually with assigned ranks renewable for 3 or 5 years based on experience and background. Appropriate professional leave and funding is provided. Depending on educational credentials and position, librarians may be considered for a shared/dual appointment between the library and academic department as a faculty member.

Librarian appointees at Emory generally have educational credentials and professional backgrounds with academic library experience and/or disciplinary knowledge and demonstrate a commitment to continuous learning, professional engagement and involvement, research and scholarship, creativity, innovation, and flexibility. Such backgrounds will normally include a graduate degree from an ALA-accredited library and information science program AND/OR a discipline-specific master’s OR doctoral degree. In addition to professional competence and service within the library in the primary job assignment, advancement and/or appointment renewal requires professional involvement and contributions outside of the library and scholarly activities. Candidates must show evidence or promise of such contributions.

Emory provides an extremely competitive fringe benefit plan that includes personal leave, holiday pay, medical and dental plans, life insurance, courtesy scholarships, and tuition reimbursement just to name a few. For a full list of benefit programs, please go to http://www.hr.emory.edu/eu/benefits/.

Description of Institution and Library

Emory University is internationally recognized for its outstanding liberal arts college, superb professional schools, and one of the South’s leading health care systems. Emory’s beautiful, leafy main campus is located in Atlanta’s historic Druid Hills suburb and is home to 7,839 undergraduates and 7,216 graduate and professional students. As the second largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately, 29,931 and an annual operating budget of $4.8 billion. Emory University received $574.6 million in research funding in 2016.

Ranked among the top 20 Association of Research Libraries (ARL) in North America, Emory University Libraries in Atlanta and Oxford, Georgia are an intellectual commons for Emory University. Comprised of 10 libraries, Emory’s collections
include more than 4.4 million volumes, 156,766 plus electronic journals, 943,697 electronic books, and internationally renowned special collections. The Stuart A. Rose Manuscript, Archives, and Rare Books Library is home to more than 250,000 rare books and over 17,000 linear feet of manuscript material. Rose Library’s collections span more than 800 years of history, with particular depth in modern literature, African-American history and culture, and the history of Georgia and the South.

Emory Libraries staff, including student workers, number approximately 349 with an overall library budget of approximately $45 million. Emory University Libraries is a member of the Association of Research Libraries (ARL), the Association of College and Research Libraries (ACRL), the Atlanta Regional Council for Higher Education (ARCHE), the Coalition for Networked Information (CNI), the Center for Research Libraries (CRL), the Council on Library and Information Resources (CLIR), the Digital Library Federation (DLF), International Federation of Library Associations and Institutions (IFLA), and the Scholarly Publishing & Academic Resources Coalition (SPARC) as well as regional associations including the Association of Southeastern Research Libraries (ASERL), Georgia Library Learning Online (GALILEO), and the GETSM Consortium (a consortium of the University of Georgia, Emory, Georgia Tech, Georgia State University, and Georgia Regents University).

The Emory University Libraries include the Robert W. Woodruff Library, which is also home to the Goizueta Business Library, the Heilbrun Music and Media Library, and the Stuart A. Rose Manuscript, Archives, and Rare Book Library. Other campus libraries, include the Science Commons, the Library Service Center operated in collaboration with the Georgia Institute of Technology, the Woodruff Health Sciences Library, the Pitts Theology Library, the Hugh F. MacMillan Law Library, and the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta.

– July 2017

Emory University is an equal employment opportunity and affirmative action employer. Women, minorities, people with disabilities and veterans are strongly encouraged to apply.