

UNIVERSITY OF DALLAS

Job Number: 11528UD

Date Posted: September 30, 2021

Reference and Digital Services Librarian

JOB DESCRIPTION

The University of Dallas Cowan-Blakely Memorial Library invites applications for the position of Reference and Digital Services Librarian. This is a Library Faculty, non-tenured position.

The Reference and Digital Services Librarian will be responsible for providing specialized reference services to students, faculty, staff, and community patrons through in-person, telephone, and online delivery methods. In addition, this position will provide outreach and services to distance education students, provide library instruction and information literacy, and maintain the library's social media presence and innovate outreach events to increase student engagement through the library's social media channels.

PRIMARY RESPONSIBILITIES

Reference

- Assist with the creation, development, implementation, and evaluation of reference services using print and electronic information sources to university library patrons using a variety of modes and methods.
- Assist with faculty research, collection development in departmental areas, and bibliographic instruction.
- Develop and revise subject and course guides to assist with reference services.
- Work with other reference and instruction librarians, assist with the development and implementation of training and instruction in the effective use of electronic and print information resources.
- Participate actively in developing and creating print and online publications, tutorials, and webpages.
- Assist with keeping accurate reference statistics. Prepare any necessary statistical reports for library and university administration.

Digital Services

- Manage and update the A-Z database list, and resolve technical issues with vendors.
- Manage LibApps products, account management, and user access.
- Coordinates LibGuides updates and maintenance in collaboration with other library faculty and staff
- Oversee the library's social media presence; work with other library faculty to keep social media posts relevant and timely.
- Facilitate continuity of library social media and campus communication channels.
- Collaborate with library faculty to implement strategies and initiatives to increase student engagement with the library's social media channels.
- Use various computer software programs to design promotional text, graphics, or multimedia content including flyers, banners, and social media images.

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MINIMUM REQUIREMENTS

- Master's degree from an ALA accredited institution.
- One year of reference services experience.
- Working knowledge of electronic and print information resources and systems and their applications for reference and instruction.
- Knowledge of various social media channels, i.e. Instagram, Facebook, Twitter, etc. to promote library events and resources.
- Familiarity with editing software, such as Adobe Photoshop.
- Excellent analytical, organization, and time-management skills.
- Ability to initiate, plan, and successfully carry out projects and meet goal deadlines.

ADDITIONAL INFORMATION

- This position will require occasional irregular work hours, including evenings and/or weekends.

APPLICATION

Applications for the position should be made online at <https://hr.udallas.edu/apply/>.

Applicants should submit a cover letter that includes how they will support the University mission.

WHO WE ARE

The University of Dallas is a Catholic university that seeks to educate the whole person, encouraging its students to pursue wisdom, truth and virtue as the proper and primary ends of education (<http://www.udallas.edu/about/mission.php>). All faculty members are expected to understand and support the mission.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.