



Job Description

JOB TITLE: Instructional Design Librarian

DEPARTMENT: RU Online & Library

REPORTS TO: Director of Online Technology & Director of Library Services

UNIVERSITY MISSION: Rochester University prepares students for professional and personal success as they serve in God's world.

POSITION SUMMARY:

This position serves a dual role as a faculty librarian supporting faculty, staff and students through library instruction and research services, and as an instructional technology and design specialist supporting instructors. She/he will evaluate courses for alignment with best practices in online learning and will provide training and support for instructors in instructional technologies and pedagogy. She/he will develop and strengthen engagement between the library, online learning and the Rochester University campus community through outreach endeavors including embedded librarianship.

EDUCATION AND/OR EXPERIENCE REQUIRED:

- MLS/MLIS/MSLS from an ALA accredited graduate program
- Online teaching experience
- Computer and technical skills
- Minimum of 3 years of experience in academic library and experience in library instruction

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Full-time, 12-month position, 37.5 hours a week, some weekend and evening hours.
- Trains and assists faculty and students in e-portfolio development
- Trains and assists faculty in course design using Universal Design principles, and accessibility standards in the learning management system and other educational platforms
- Participates in the promotion, execution, and evaluation of information literacy competencies
- Remains up-to-date on educational technology trends and trains faculty in the use of new and current teaching tools
- Creates and assesses online library instructional resources
- Works cooperatively with faculty to incorporate information competencies into their courses
- Provides professional reference, instruction, and research assistance to faculty, students, and the campus community via virtual tools and in-person requests
- Assists with collection development and fulfills faculty liaison roles for assigned areas
- Promote an inclusive Rochester through demonstration of our Diversity Statement. Participate in developmental activities to increase understanding and awareness of issues related to diversity, equity and inclusion both individually and as related to my field of work, profession or discipline.

REQUIRED SKILLS AND ABILITIES:

- Ability to work independently and collaboratively
- Strong interpersonal, organizational, and multi-tasking skills with a high degree of computer literacy
- Knowledge of educational and learning platforms
- Knowledge of learning theories and teaching methodologies
- Understands and exhibits best practices in online learning and course design
- Able to reach multimedia tools for online classrooms
- Able to train others to save, convert, and link media files in the learning management system
- Understands ADA visual and auditory compliance
- Understands the ACRL Framework for Informational Literacy for Higher Education.
- Knowledge of library management systems (Alma/Primo VE), online information retrieval, and use of electronic resources
- Ability to stay current in the fields of information literacy and online learning
- Supportive of the University mission. Indicators of this support include a demonstrated personal faith in Jesus Christ and being active in a local church.