

University Library Associate (ULA) - Learning & Teaching (2014)

Service Setting

The Learning and Teaching (L&T) area of the University of Michigan Library provides services and partnerships in support of the university's learning communities and teaching activities. L&T connects with students in their scholarly practices, connecting them more deeply with library materials and services that are aligned with their academic goals as they advance their studies. L&T offers labs, reference services, instruction, and partnerships specifically focused on the integration of Library services and resources with campus learning and teaching initiatives. L&T staff members include those engaged in reference, instruction, learning technology, and curricular outreach activities.

Position Description

For 2014, we are looking to hire two individuals as part of the L&T area services. One ULA will focus on services on central campus, and one ULA will focus on services on north campus. The central campus ULA will report directly to the Director, User Information & Discovery Services. The north campus ULA will report directly to the Video Game Archivist and Coordinator of Reference Services. Each position is designed to offer experience and professional growth in the provision of learning and teaching services in the research library context. The first year of these appointments will concentrate on developing core public service skills, and on gaining a broad understanding of a large research library. The experience is structured to be developmental over the two-year tenure, with assignments increasing in responsibility and independence each semester.

Appointment Details

These half-time appointments require a commitment averaging 20 hours/week, on a schedule determined by the supervisors.

Basic Position Responsibilities

Reference (75%)

- Provide direct user face-to-face assistance at the Harlan Hatcher Graduate Library Information Center and Shapiro Library Reference Desk, OR at the Art, Architecture & Engineering Library Reference Desk, and via the Ask a Librarian virtual reference service 12-15 hours/week primarily during weekend and evening hours.

- Serve as an editor for the Library Public Services Wiki, a collaborative resource on Public Services information for the whole of the University Library system. Provide staff training on wiki editing and best practices.

Instruction (10-15%)

- Participate in the design and delivery of instructional programs for the University community. These typically include collaborating with other professional staff in teaching workshops on discipline-related resources, the use and application of a variety of information technologies for research and teaching, and course integrated instruction for undergraduates in the social sciences, humanities, arts and engineering.

Special Projects (10-15%)

- Assist in developing and executing public service-related projects as appropriate.
- Complete a supervised, immersive project around specific areas of professional and local need (e.g. e-research or collections or engaged learning) in the second year of the appointment.

Participation in Other Departmental Activities (5-10%)

The ULA is required to attend regular meetings of the Public Services Communication Forum, Learning & Teaching team meetings, and any ULA cohort meetings. In addition, the ULA is encouraged, whenever possible, to participate in University Library activities and programs that pertain to library services in general and learning/teaching activities in particular.

Background/Qualifications (Required):

- Strong, demonstrated commitment to public services.
- Public service/customer service experience, training experience, or teaching experience.
- Demonstrated ability to work effectively with diverse colleagues in a technologically rich and face-paced environment.
- Interest and capacity to learn and apply new technologies.
- Subject background in the social sciences, humanities, art, architecture, engineering, urban planning or visual resources.
- Ability to manage multiple responsibilities; excellent organizational skills.
- Highly developed professional work ethic.
- Excellent ability to communicate clearly verbally and in writing, in English.
- Ability and commitment to maintaining both a strong academic record at UMSI and a strong performance as a University Library employee.
- Enrollment in *SI647: Information Resources and Services* during the first semester and *SI620: Collection Development and Management* during the second semester.