



Professional Position Posting

Head of Instruction and Engagement

Department: Research, Engagement and Scholarly Communication

Salary: Commensurate with qualifications and experience

Position Availability: Immediately

Interested candidates should review the applications requirements and apply online at <http://apply.interfolio.com/117068>.

Position Summary

Reporting to the AUL, 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 and flourishing](#). In addition, this position liaises and partners with colleagues across campus, including but not limited to the Writing Program, Teaching and Learning Technologies, and instruction librarians across the libraries.

Emory Libraries requires that our employees recognize diversity, equity, and inclusion as essential core values to achieving our mission to enrich the quality of life in an inclusive work environment through competency training, reassurance of personal growth, restorative communication practices, and embracing the diverse identities of patrons within the Emory community.

Essential Responsibilities & Duties

- A. Leadership and Development
 1. Responsible for overall planning, development, implementation, promotion, and assessment of library educational programs including library orientation, course-integrated sessions, co-curricular skill-building, and information literacy sessions for undergraduate and graduate students, and faculty development offerings.
 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 groups such as the Instruction Steering Committee.
 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. Maintain contact and collaborate with academic support services on supporting curricular and research projects on campus.
7. 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.
8. 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.
9. Performs other duties related to Instruction and Engagement as needed to accomplish the goals of the department, division, and library.

B. Managerial Responsibilities

- a. Serves as the department head for Instruction and Engagement with programmatic responsibility for functional areas and direct supervision of potentially up to 2 FTE librarian and several students.
- b. Serves as a member of the management team within the Research, Engagement and Scholarly Communications Division.
- c. 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 specialized skills. Works with Emory University Libraries HR staff to develop specific training for staff based on need and participates in succession planning and management initiatives as appropriate.
- d. 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 EUL HR staff to facilitate reclassifications.
- e. 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.
- f. 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.

C. Instruction and Engagement Responsibilities

1. Plans and delivers innovative instruction services through undergraduate and graduate workshops; teaches research tools and skills relevant to information literacy.
2. Coordinates support of first-year student instruction in the Writing Program.
3. Collaborates with faculty, subject librarians, and other campus partners to achieve information and digital literacies and archival pedagogy learning outcomes.
4. Support the University's [student flourishing](#) initiative.
5. Develops content for relevant web pages.
6. 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.

7. Contributes to University efforts to assess and promote institutional scholarship.

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 combined with appropriate teaching experience and/or library experience).
- 3-5 years of professional experience with demonstrated leadership responsibilities.
- Demonstrated knowledge and experience with instruction, information literacy, and assessment of library services and resources, including teaching and instruction experience in a library setting
- Commitment to user-centered library services.
- Strong interest in technology and tools for research and teaching. Experience creating and using online instructional materials, including videos.
- Strong understanding of the key issues and trends in instruction and engagement
- Excellent oral and written communication skills.
- Ability to work successfully in a fast-paced and collaborative environment.
- Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty, staff, and student population.

Preferred Qualifications

- Practical knowledge of ACRL's Framework for Information Literacy for Higher Education.
- Experience providing instruction and engagement services for undergraduate student populations.
- Experience providing reference services and research consultations.
- Experience with marketing and creating promotional materials.

Application Procedures

Interested candidates should review the applications requirements and apply online at <http://apply.interfolio.com/117068>.

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

- 1) Current resume/vita detailing education and relevant experience;
- 2) Cover letter of application describing qualifications and experience; and

- 3) Emory Libraries recognize diversity, equity, and inclusion as core values integral to achieving our mission to enrich the quality of life and advance intellectual discovery by connecting people of diverse backgrounds and experiences. Emory's [student flourishing initiative](#) also highlights our commitment to creating an inclusive environment for students to strengthen their values and develop skills. Please write a statement of 300-500 words that describes your experience with supporting the teaching, learning, and research of diverse students and faculty, as well as your experience in advancing social justice and equity in your work, and explain how you will foster an inclusive research, teaching, and learning environment through your role as Head of Instruction and Engagement.
- 4) On a separate document list the names and relationships, email addresses, and telephone numbers of 3 professional references including a current or previous supervisor.

Review of applications will begin the week of December 5, 2022. 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 8,079 undergraduates and 7,372 graduate and professional students. As the second largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately, 37,716 and an annual operating budget of \$45.6 billion. Emory University received \$831 million in research funding in 2020.

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 5.6 million volumes, 400,970 electronic journals, over 1.6 million electronic books, and internationally renowned special collections. The Stuart A. Rose Manuscript, Archives, and Rare Books Library is home to over 190,000 cataloged titles and more than 19,000 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 350 with an overall library budget of approximately \$42 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.

Diversity Statement:

Emory Libraries recognize diversity, equity, and inclusion as core values integral to achieving our mission to enrich the quality of life and advance intellectual discovery by connecting people of diverse backgrounds and experiences. We champion an inclusive work environment through competency training, reassurance of personal growth, restorative communication practices, and diverse recruitment and retention. We offer exhibits, collections, programming, and research assistance that speaks to the rich needs and identities of patrons from the Emory community and beyond. We encompass opportunities that strengthen these values. We invite you to bring your true self to the library and feel welcomed when you arrive.

Emory University is an Equal Opportunity/Affirmative Action/Disability/Veteran Employer.