Open Position: Undergraduate and Information Services Librarian

The University of Toledo Libraries (Toledo, Ohio) invites applications for an Undergraduate & Information Services Librarian. This position will help establish a new tiered reference model at Carlson Library.

DUTIES

- Oversee Operations of the Information Services Desk
  - Supervise student workers for the Information Services Desk, including hiring, training, scheduling, and evaluating
  - Maintain librarian on-call desk calendar
  - Staff reference desk, including in-person, phone, and chat reference
  - Maintain policy/procedure manuals
  - Analyze reference statistics for decision making purposes
  - Analyze reference services and makes recommendations for improvement
  - Work to encourage lower-division undergraduate student populations to become more active and engaged users of the library
  - Coordinate lower-division reference services with First Year and On-line Information Literacy Coordinator

- Outreach
  - Coordinate, develop, and assist with outreach and promotion to student centered university offices
  - Coordinate, develop, and assist with outreach events that increase student engagement with the library

- Other Duties
  - Participate in library-wide planning
  - Serve on library or university committees as needed
  - Other duties as assigned

REQUIRED QUALIFICATIONS

- ALA accredited MLS.
- Working knowledge of current trends in information and reference services and academic librarianship.
- Experience with electronic databases, Internet resources, library catalogs, and reference tools.
- Excellent written and oral communication skills.
- Strong commitment to customer service.
- Flexibility, adaptability, and the ability to work successfully in a complex, dynamic environment.
- Ability to work and collaborate effectively with colleagues, students, faculty, and staff in a team environment.

PREFERRED QUALIFICATIONS

- Experience supervising and training students.
- Experience staffing a reference desk.
- Experience fostering autonomy, teamwork, and professionalism in student workers.

POSITION TYPE & SALARY

- Lecturer, 12 month, full-time, AAUP non-tenure track faculty
Carlson Library and University of Toledo Libraries
Carlson Library is the largest of the University Libraries, serving both undergraduate students, graduate students, and faculty. It is where the majority of the collections are held. Carlson is part of the University of Toledo Libraries, which includes the Mulford Health Sciences Library and the McMaster Engineering Library. The University of Toledo Libraries is a founding member of OhioLINK, the statewide network of academic libraries. Centralized services (special collections, acquisitions, cataloging, computer services, reserves processing, and interlibrary loan) are based at the Carlson Library. The University Libraries has 18 faculty members and 15.5 staff members.

The University of Toledo
The University of Toledo is a student-centered, public metropolitan research university with 23,000 students. It is one of 14 state universities in Ohio, established in 1872 and became a member of the state university system in 1967. We offer more than 300 undergraduate, graduate, and professional programs.

The City of Toledo
The City of Toledo is the fourth largest city in Ohio, located at the western end of Lake Erie. It is home to vibrant neighborhoods; cultural attractions such as the Toledo Museum of Art; family fun at the Toledo Zoo, in the Metroparks, and on the bike trails; and year-around sports with the Mud Hens (baseball) and the Walleye (hockey).

To apply
Go to https://jobs.utoledo.edu/applicants/jsp/shared/Welcome_css.jsp to upload a cover letter, a current curriculum vitae, and a list of at least three professional references. The position is open until filled.

The University of Toledo is an equal access, equal opportunity, affirmative action employer and educator.