

## **Instruction & Online Learning Librarian**

OU Libraries seeks an innovative, collaborative and highly motivated individual to serve as the Instruction & Online Learning Librarian. Reporting to the Head of Library Instruction, this position supports student success initiatives by engaging in library instruction and outreach activities. The Instruction & Online Learning Librarian works with academic instructors, as well as student services personnel, to integrate the library's services and resources into both course curricula and student life. This position is responsible for the development and maintenance of digital learning objects that support information literacy outcomes in the library instruction program. The position may also maintain liaison relationships with academic departments and/or academic support units on campus.

### **Position Responsibilities:**

#### **Instruction and Outreach**

- Provides course-integrated library instruction.
- Develops and provides group and one-on-one instruction, developing digital learning objects (videos, online tutorials, etc.), and conducting orientations and tours.
- Serves as the library liaison to OU Online and the Professional & Continuing Studies College.
- Coordinates the development and deployment of digital learning objects to ensure consistent branding, adherence to accessibility standards, and consistent use of library terminology and concepts.
- Works with the library instruction team and liaison librarians to integrate information literacy concepts promoted in digital learning objects into the course management system and other platforms.
- Investigates online learning tools and makes recommendations for adoption of new tools as needed.
- Leads initiatives to promote the adoption of online learning resources among library personnel.
- Develops and teaches library-sponsored classes and workshops.
- Develops and maintains course, subject, and special topic guides and contributes accessible content for the library website.
- Provides individual instruction and research consultations to students and faculty.
- Works closely with UL communications and marketing staff to promote and publicize programs.
- Compiles and submits activity reports and statistics for liaison activities related to research consultations, instructional activities, outreach programs, and other activities in a timely manner, ensuring accuracy and completeness. Creates reports related to activities as requested.
- Works on departmental or unit special projects and other duties as assigned.

## **Professional, University, and Administrative Service**

- Participates in library and university committees and task forces related to primary job assignment as appropriate or assigned.
- Serves and participates at the local, state, regional, national, and international level in professional and scholarly associations as appropriate to position and experience.
- Maintains up-to-date professional knowledge and skills in areas related to primary job assignment by participating in appropriate professional development and continuing education activities in the library, on campus, and within the library profession.
- Contributes to the profession through presentations and publications.

## **Qualifications:**

**Education:** Bachelor's degree.

## **Skills:**

- Experience providing service in an academic setting.
- Ability to establish and sustain positive working relationships with all levels of staff – administrators, faculty, staff, and student employees – within the library and university.
- Flexibility, creativity, and innovation coupled with an ability to take initiative and be self-directed.
- Strong organizational, project, and time management skills to lead and/or coordinate multiple projects.
- Ability to set priorities for self and others, to meet deadlines, and complete tasks and projects on time and within budget, and work with minimal supervision.
- Ability to perform detail-oriented tasks, analyze needs and develop action plans, and coordinate with appropriate personnel as required.
- Strong interpersonal, written, and verbal communication skills. Ability to communicate effectively via email and telephone.
- Demonstrated technology proficiency and capabilities working with personal computers and software, the Web, social media, and library-relevant information technology applications.
- Ability to work effectively with individuals of diverse backgrounds in a respectful, equitable and inclusive way.

## **Preferred Qualifications:**

- Master's degree in library and information studies.
- Experience in teaching students and faculty one-on-one and in classroom settings.
- Evidence of and/or interest in participating in professional development and continuing education activities, professional and scholarly associations, and presenting and publishing on work-related topics.
- Record of accomplishment working in a team-based organization to achieve goals.

## **Applications**

All applications must include a cover letter, resume and list of three professional references. Hiring will be contingent upon submission of academic transcripts. Interested individuals may review the full position description at [libraries.ou.edu/jobs](https://libraries.ou.edu/jobs). To apply for this position, go to <https://jobs.ou.edu> and search for [job number 241373](#). Best consideration date for this position is 6/14/24.

## **About University Libraries**

University Libraries seeks to create an atmosphere in which diverse thought and experiences are valued and that promises opportunities to succeed and thrive. Named an “Education Futurist” and recipient of a Campus Technology Innovators Award, the University of Oklahoma Libraries’ award-winning facilities and resources create opportunities for faculty and students to excel. We invest in our organization by recruiting individuals committed to superior user experience and by actively strengthening and expanding our skills and capabilities.

The University of Oklahoma Libraries’ team consists of 16 library faculty, 51 professional staff, and 35 classified staff, as well as graduate and undergraduate assistants. Facilities include the Bizzell Memorial Library located in the heart of campus, Monnet Hall, hosting the Western History Collections, and three branch libraries: Architecture Library, Youngblood Energy Library, and Fine Arts Library. Affiliated OU libraries, not within the administrative oversight of University Libraries, include: the Donald E. Pray Law Library on the Norman campus, Robert M. Bird Health Sciences Library on the Oklahoma City campus, and the Schusterman Library on the Tulsa campus.

The University of Oklahoma Libraries is the largest academic research library in the state of Oklahoma containing more than 5.4 million volumes (including 1.8 million eBooks), 3.6 million microform materials, over 300 databases, and 170,000 serials. Outstanding special collections include the History of Science Collections, with 100,000 volumes; the Western History Collections, with over 12,000 linear feet of manuscripts, 2 million photographs, 80,000 volumes, 2,700 sound recordings, 5,000 cartographic resources, and 580 works of art; the Harry W. Bass Business History Collections, with over 23,000 volumes; the John and Mary Nichols Rare Books and Special Collections, with over 12,000 volumes; and the Chinese Literature Translation Archive, which houses nearly 10,000 volumes and thousands of documents relating to translators of modern Chinese literature in the West.

University Libraries is a member of the Association of Research Libraries, Center for Research Libraries, Coalition for Networked Information, Greater Western Libraries Alliance, Scholarly Publishing and Academic Resources, Council on Library and Information Resources, Digital Public Library of America, HathiTrust, Western Storage Trust, Open Textbook Network, Library Publishing Coalition.

## **About the University**

[The University of Oklahoma](#) serves the educational, cultural, economic, and healthcare needs of the state, region, and nation from three campuses: Norman, Health Sciences Center in Oklahoma City, and Tulsa Schusterman Center. The university is home to over 31,000 students, more than 3,500 faculty and 8,000 staff across all three campuses and is supported by a \$2 billion budget and an

endowment of \$1.52 billion. In 2014, OU became the first public institution ever to rank #1 nationally in the recruitment of National Merit Scholars. The 277-acre Research Campus in Norman was named the No. 1 research campus in the nation by the Association of Research Parks in 2013.

The central campus and administrative offices of the University of Oklahoma are located in Norman, a city of more than 120,000 residents. Norman is often cited in “best places to live” rankings and is a culturally rich and vibrant community with outstanding schools, amenities, and a low cost of living. See [visitnorman.com](http://visitnorman.com) for more information about Norman. The state capital, Oklahoma City, is located 20 miles to the north. With over 1.35 million residents and a unique central plains heritage, the Oklahoma City metro is home to a diverse and lively array of arts, culture, dining, sports, and entertainment. For more information about Oklahoma City, see [visitokc.com](http://visitokc.com).

**Why You Belong at the University of Oklahoma:** The University of Oklahoma fosters an inclusive culture of respect and civility, belonging, and access, which are essential to our collective pursuit of excellence and our determination to change lives. The unique talents, perspectives, and experiences of our community enrich the learning, and working environment at OU, inspiring us to harness our innovation, creativity, and collaboration for the advancement of people everywhere.

### **Equal Employment Opportunity Statement**

The University of Oklahoma, in compliance with all applicable federal and state laws and regulations, does not discriminate based on race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, housing, services in educational programs or activities, and health care services that the University operates or provides.