

Head of Library Instruction & Liaison Services

The Head of Library Instruction & Liaison Services provides leadership in the planning, development, delivery and assessment of library instruction programs and liaison services. The incumbent develops instructional content, teaches a variety of classes and workshops, develops resource guides, supports online and distance education, coordinates special projects, and provides research support for students and faculty. The Head of Library Instruction & Liaison Services also oversees a dynamic and evolving liaison librarian program for the sciences, humanities, social sciences, and business. This position serves a critical role in ensuring University Libraries is poised to meet the ambitious research and student success goals outlined in the University's Lead On strategic plan. Liaisons and instruction librarians promote the use of library resources, services, and facilities by developing outreach programs, by partnering with units across campus, and through assessing the evolving needs of today's students and faculty to implement new services as warranted. The Head, Library Instruction and Liaison Services position is a 12-month tenure track faculty position.

Target Salary: \$85,000

Position Responsibilities:

Teaching

- Provides direct supervision to 8-12 professional liaison and instruction librarians.
- Participates in the hiring of librarians and coordinates on-boarding and on-going professional development of direct reports.
- Works with liaisons and UL Collection Management to prioritize purchases and coordinate collection management projects as necessary.
- Develops and maintains strong working relationships within University Libraries to better support efforts in Open Initiatives, Digital Scholarship, Emerging Technologies, and Data Services.
- Creates reports on activities related to research consultations, instructional activities, outreach programs, and other user-facing services, ensuring accuracy and completeness, as requested.
- Participates in development and implementation of library policies and practices as they relate to liaison and instruction functions.
- Develops and teaches library-sponsored classes and workshops.
- Maintains library webpages and resource guides related to areas of responsibility.

- Serves as a liaison to assigned department(s), as needed, to support the work of the unit.
- Performs other duties as assigned.

Research, Scholarship & Creative Activity

- Participates in research and scholarly activity through presentations, publications, or creative activities.

Professional, University & 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/or 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.

Job Titles Position May Supervise

- Student employees
- Graduate research assistants
- Administrative staff
- Professional staff
- Faculty

Required Qualifications:

Required Education

- Master's degree in library and information science from an ALA-accredited program or a terminal degree in a relevant discipline (e.g., doctorate).

Required Skills & Proficiencies

- Three or more years of professional experience working in an academic library setting.
- Demonstrated commitment to service excellence.

- Demonstrated ability to establish and sustain positive working relationships with all levels of staff—administrators, faculty, staff, and student employees—within the library and university.

Preferred Qualifications:

- Experience supervising librarians and library staff.
- Graduate-level coursework or degree in an academic discipline beyond library and information studies.
- Strong organizational, project, and time management skills to lead and/or coordinate multiple projects.
- Experience in providing instruction to undergraduates in face-to-face and online environments, with an emphasis on teaching students about library resources and services, information, and data literacy in one-on-one and in group settings.
- Demonstrated knowledge of trends in library instruction and instructional technology concepts, trends, pedagogies, and assessment.
- Experience developing online subject guides to library resources and/or web content for library users.
- Understanding of the academic library's role in teaching, learning, and research and knowledge of current and emerging trends in higher education, undergraduate education, academic librarianship, scholarly communication, library services, and undergraduate services.
- 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.
- Demonstrated technology proficiency working with personal computers and software, the web, social media, and library-relevant information technology applications.

The Successful Candidate Will:

- **Be empathetic and responsive** — lead with emotional intelligence with direct reports
- **Respect Librarians' independence** — champion professional autonomy
- **Have strong listening/communication skills** — practice active listening and transparent communication
- **Be flexible** — be adaptable to an evolving landscape with pragmatic change management
- **Be an advocate** — champion the team's visibility and resources

- **Respect existing culture** — honor what works while guiding change at a trust-earning pace
- **Respect faculty and staff equally** — fostering a collegial environment regardless of staff/faculty status

Application Instructions

Applications received by April 30th will receive full consideration. Interested candidates are asked to submit the following materials:

- Comprehensive cover letter
- Current curriculum vita
- Full contact information for three professional references, including current supervisor.

All application materials may be submitted online through the [Interfolio job application website](#). Please contact Brian Rossmann at brian.rossmann@ou.edu with any questions.

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 actively strengthening and expanding our skills and capabilities.

The University of Oklahoma Libraries’ team consists of 135 library faculty, professional staff, and classified staff, as well as graduate and undergraduate assistants. Facilities include the Bizzell Memorial Library located in the heart of campus, the Donald E. Pray Law Library on the Norman campus, the Robert M. Bird Health Sciences Library on the Oklahoma City campus, the Schusterman Library on the Tulsa campus, and three branch libraries: the National Weather Center Library, Youngblood Energy Library, and Fine Arts Library.

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](#) 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](#).

Equal Employment Opportunity Statement:

The University, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, marital status, genetic information, gender identity/expression (consistent with applicable law), age (40 or older), 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, housing, financial aid, and educational services.

Why You Belong at the University of Oklahoma:

The University of Oklahoma values our community's unique talents, perspectives, and experiences. At OU, we aspire to harness our innovation, creativity, and collaboration for the advancement of people everywhere. You Belong Here!

Mission of the University of Oklahoma:

The Mission of the University of Oklahoma is to provide the best possible educational experience for our students through excellence in teaching, research, and creative activity, and service to the state and society.