Emerging Technologies Librarian Job Description
University of Saint Mary
De Paul Library

JOB PURPOSE
This position is a member of the De Paul Library staff and is accountable to the Library Director. The Emerging Technologies Librarian is responsible for assisting users in making effective use of information resources and taking a leadership role in leveraging new technologies to meet the needs of student learners. This position provides outreach and instruction for the library MakerSpace and manages the De Paul Library social media presence. This position is responsible for the planning, coordination, and administration of circulation and resource sharing services including interlibrary loan and document delivery, course reserves, and shelving of library materials. The position also contributes to undergraduate information and digital literacy initiatives in face to face and virtual environments.

ESSENTIAL FUNCTIONS
· Explores, develops, promotes, and assesses innovative technology tools and related services for library learners and identifies learning and engagement opportunities to support student research and promote student success.
· Collaborates with library colleagues to provide point of need reference services, course-integrated library instruction, library workshops, and a variety of outreach activities.
· Manages the library MakerSpace and Active Learning collections, including equipment and supply maintenance, outreach, and instruction.
· Leads the hiring and training of student assistants in the library and coordinates with Research Services Assistants for daily supervision responsibilities of student assistants.
· Manages the library’s social media in collaboration with library staff under the supervision of the Library Director.
· Oversees Access services functions such as, but not limited to, opening and closing the library, circulation processes, shelving, fines and billing, interlibrary loan, reserves
· Oversees circulating collection’s maintenance, including copy cataloging of purchased or donated materials, weeding, and general collection maintenance
· Participates in library staff meetings, regional access services and emerging technology related meetings and communicates relevant information to supervisor
· Confers regularly with supervisor reviewing, suggesting, and developing new activities, policies, procedures and services consistent with the library’s mission.

OTHER FUNCTIONS
· Act as a liaison to assigned academic departments to facilitate collection development
· Serve on university and consortium committees as representative of the library
· Participate in local, regional, or national library community
· Completes other duties assigned in support of the University of Saint Mary’s mission.

SUPERVISION GIVEN/RECEIVED
The Emerging Technologies Librarian provides direct supervision to the library student assistants and coordinates with Research Services Assistants for daily supervision of student assistants. This position reports to the Library Director.
MINIMUM SKILLSETS
· Master's of Library Science or equivalent degree from an American Library Association accredited university or college
· Demonstrated customer service experience and strong communication skills
· Supervisory experience.
· Experience using MS Office software: Word, Excel, Publisher, Outlook
· Creative and analytical thinking
· Demonstrated organizational skills, with the ability to handle and prioritize multiple projects simultaneously in a timely manner in a fast-paced environment