

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position: Information Literacy and Technology Librarian

Preparation Date: December 2022

Function of Position:

The Information Literacy and Technology Librarian (ILTL) serves as the primary Integrated Library System (ILS) administrator, manages, and troubleshoots the circulating technology collection, and, in conjunction with the college Information Technology Services (ITS) department, supports the ELITE program, a peer-to-peer student library technology support service. The ILTL will work with library personnel to support technology services and instruction and will provide liaison support for assigned academic departments including teaching information literacy both individually and in group settings, establish positive and sustainable relationships with liaison departments, provide subject area collection development, and general reference services.

Contract:

Twelve-month term titled faculty contract, renewable based on an annual performance review and continuing institutional need. This position reports to the Director of Vogel Library.

Principal Duties and Responsibilities:

Systems Administration (50%):

- Manage internal use of ILS to include troubleshooting any issues that arise, coordinate with appropriate staff on updates
- Facilitate relationship with vendor and area consortium partners
- Collaborate with college ITS staff to administer Vogel Library's core technology systems and jointly supervise ELITE program and develop appropriate policies and training in consultation with library staff
- Manage library's circulating technology including laptops, cameras, camcorders, adapters, chargers, etc. in consultation with library staff
- Support in other technology and database management as assigned

Information Literacy Engagement and Instruction and Library Advocacy (35%):

- Develop and deliver information literacy instruction in-person and in virtual learning environments to assigned liaison departments as part of Wartburg College's ongoing information literacy initiatives and in line with instruction as developed by library staff
- Create and maintain teaching partnerships with classroom faculty and staff, foster mentoring relationships with students, and conduct liaison and collection duties as assigned
- Provide general reference and circulation services with possible weekend and evening hours
- Performs other professional duties in support of library services, programs, and operations as assigned by the Director of Vogel Library

Institutional Engagement and Support (15%):

- Participate in appropriate faculty and/or institutional committees
- Collaborate with library and college personnel to further Mission and Vision and support student retention
- Provide service to the college through academic advising, student recruitment, and engage in professional research and scholarship related to libraries and to the teaching and learning environment

Minimum Qualifications:

Applicant must have:

- a Master's degree from an American Library Association-accredited institution
- professional experience managing an integrated library system
- experience in instruction in group and individual settings
- experience in website design and technology management
- a willingness to learn and engage with evolving technologies, demonstrated ability to work independently and collaboratively, provide customer service, and excellent problem-solving, communication, and interpersonal skills
- experience working with diverse populations

Preferred Qualifications:

Preferred experience with:

- Ex Libris' Alma/Primo
- OCLC EZProxy and SpringShare products
- information literacy in an academic setting
- supervising

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented ethnic and minority groups.