

JOB DESCRIPTION

NAME: Vacant
DATE: September 2022
JOB TITLE: COORDINATOR OF USER EDUCATION
FLSA STATUS: EXEMPT
JOB CLASS: PROFESSIONAL
JOB STATUS: Seasonal (Nine Month)
WORK LOCATION: LIBRARY
TITLE OF IMMEDIATE SUPERVISOR: DIRECTOR OF LIBRARIES
DEPARTMENT: LIBRARY
SECTOR: ACADEMIC AFFAIRS

JOB SUMMARY:

Under general supervision, the Coordinator of User Education is primarily responsible for designing and implementing user education services, developing partnerships to implement Information literacy into academic programs

ESSENTIAL DUTIES:

- Provides exemplary customer service both in person at the primary building service point and online.
- Provides reference assistance requiring significant knowledge of Library services, holdings, websites, and online databases.
- Develops curricula and teaches online and in person
- Participates in print and electronic collection development.
- Creates collaborative relationships with faculty, students, and staff in support of teaching and learning.
- Designs and implements online and classroom curricula.
- Develops and uses emerging and/or innovative instructional technologies and online learning pedagogies in support of hybrid or distance education.
- Collaborates with the Faculty Development Coordinator to support student educational technology needs
- In collaboration with faculty, promotes the use of software and technology tools by students.
- Manages the user education program, including, planning, scheduling, marketing, training librarians, and evaluating program quality.
- Coordinates the teaching assignments of librarians.
- Ensures educational value through assessment.
- Through participation on the Library management team, coordinates user education with other library services.
- Actively pursues partnerships with campus programs and departments and seeks opportunities to integrate library resources and information literacy into academic programs.

- Collaborates and shares responsibility with other Library staff on developing and scheduling programming and outreach.
- Performs other duties as assigned by the Library Director.

GENERAL DESCRIPTION:

% of Time

45% Teaches Classes in person or online

25% Designs Curricula and manages the User Education Program

10% Provides Reference Service

10% Supports student use of educational technology.

10% Other Duties as Assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to be flexible with schedule, including the ability to work nights and weekend hours.
2. Knowledge of print and electronic collection development.
3. Experience in an automated library environment with strong database searching skills.
4. Knowledge of high quality reference practices. Ability to provide reference assistance to the patrons of the Library.
5. Ability to collaborate with faculty, design and assess curricula, teach, and engage students.
6. Knowledge of user education and emerging and/or innovative instructional technologies and online learning pedagogies in support of hybrid or distance education.
7. Ability to manage multiple tasks, set priorities, and implement new information services and technologies.
8. Strong working knowledge of microcomputers, office applications software and technologies used in classroom teaching.
9. Excellent verbal and written communication skills as well as interpersonal skills

with the ability to work effectively with a diverse population of students, faculty and staff.

10. Sufficient manual dexterity with proficiency to handle various office machines including but not limited to: computer keyboard, calculator, copy machine and fax.
11. Ability to receive telephone calls, respond to inquiries and communicate with others by telephone with or without reasonable accommodations.
12. Commitment to excellence in customer service.
13. Commitment to University service and professional development.
14. Ability to travel on short notice and in a timely manner to various NU locations, including Canada.

ERGONOMIC REQUIREMENTS:

The functions of the position usually performed sitting, but may require some amount of time standing, stooping, kneeling, bending, crouching, lifting, walking, carrying and other movements may be required. Tasks involving working on a computer keyboard, calculators, involve extensive wrist and hand movement. This position also requires the ability to travel off-campus to attend meetings. All individuals are required to be able to perform these movements without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions listed above.

QUALIFICATION STANDARDS

1. Master Degree in Library Science accredited by the American Library Association.
2. Teaching experience required.
3. Experience in an academic library is preferred.
4. A valid New York State driver's license is required that satisfies both University and insurance company underwriting rules and regulations for driving a motor vehicle. Must also be able to operate a motor vehicle in Canada.

<p>NOTE: MANAGEMENT RESERVES THE RIGHT TO CHANGE OR REASSIGN JOB DUTIES OR COMBINE POSITIONS AT ANY TIME.</p>
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Employee Signature

Date

Supervisor Signature

Date