

Job Title: Librarian 1 - Engineering and Science Librarian

Salary Range: Grade 29, Step 9

Department: Library Services

Reports to: Robert Hilliker, Director of Research Engagement and Scholarship

Position Summary: Carry out library collection development, reference, and instruction duties in support of Glassboro campus engineering and science departments. Support the Campbell Library Research and Instruction Services department as required. Manage, support, and develop our institutional repository, Rowan Digital Works, and upload Glassboro theses and dissertations to RDW. Serve on library and university committees and working groups, and support shared governance and AFT personnel processes. Perform appropriate scholarly activity and professional service for an AFT library faculty member.

Essential Functions/Percentage of Time Spent on Each: \_\_\_\_\_

1. Perform collection development tasks (resource selection and evaluation) and faculty outreach, and create online instructional content about the library, in assigned science and engineering disciplines (currently all six engineering departments, plus environmental science, geography, geology, and physics). \_\_\_\_30\_\_\_\_%
2. Serve as primary administrator of the library's institutional repository site, Rowan Digital Works (RDW). Receive and upload university theses and dissertations to RDW for archival purposes. Create and maintain faculty profiles, create new repository collections, upload scholarly and archival content. \_\_\_\_30\_\_\_\_%
3. Contribute to Campbell Library Research & Instruction Services (RIS) by answering questions from students and faculty in my assigned departments, providing library instruction to classes when requested, and supporting software applications used in RIS. \_\_\_\_20\_\_\_\_%
4. Fulfill requirements for scholarly activity and professional service by serving on library and university committees, working groups, and task forces; serving on library personnel committees (T&R, promotion, search committees); doing information science research and presenting or publishing about it; providing service to the library profession and professional organizations; and participating in professional development workshops and training. \_\_\_\_20\_\_\_\_%

Other Functions:

1. Currently serve as elected Library Department Chair (through June 2021).
- 2.

Minimum Job Requirements: Education: Master's degree in Library & Information Science from a school accredited by the American Library Association.

Experience: for Librarian 1 rank, 10 years experience as a science & engineering librarian in an academic library and a second master's degree in a science or engineering discipline.

Specific Skills: institutional repository development and maintenance, library resource selection and evaluation, in-person and virtual reference and library instruction, use of office productivity software and specialized library applications, metadata assignment and web content creation, meeting facilitation, and supervision of student workers and part-time employees.

Specialized Knowledge, Licenses, etc.: Digital Commons Repository Manager certification; Springshare library applications system administration; Research Data Management training; Open Educational Resources training; literature searching techniques for science and engineering research, including patent searching; assigning Library of Congress subject headings using Classification Web.

Supervisory Responsibility, if any:

Working Conditions: I normally work out of an office on the second floor of Campbell Library, from 8:30 am to 4:30 pm Monday through Friday.

Can this position be performed remotely? If yes, what percentage of the duties can be performed remotely?

Yes, this position can be performed 100% remotely.