POSITION ANNOUNCEMENT

REFERENCE AND INSTRUCTION LIBRARIAN
FOR SPECIAL COLLECTIONS AND UNIVERSITY ARCHIVES

J. Murrey Atkins Library at UNC Charlotte is seeking an Instruction and Reference Librarian to ensure the library meets campus needs for public services with respect to rare books, manuscripts, other special collections materials, and University Archives. The Instruction and Reference Librarian will collaborate with others to develop and conduct library instruction sessions and will coordinate reference services for the Department of Special Collections and University Archives.

The University of North Carolina at Charlotte is a rapidly growing research intensive University offering over 26,000 students a variety of undergraduate, master’s and doctoral programs in seven academic colleges. UNC Charlotte’s Atkins Library is a comprehensive research library with over 1,087,000 volumes and approximately 47,000 unique print and electronic serial titles and an annual budget of over $10 million.

UNC Charlotte is located in the largest city in North Carolina, a beautiful southern city of 775,202 with over 1.5 million in the greater metropolitan area, in one of the fastest growing regions in the country. Located on a 1,000 acre wooded campus, the University is accessible to the city's performing arts and cultural and sports events and to recreational lakes.

ESSENTIAL JOB DUTIES:

- Collaborates with others in the department and librarians in Research and Instructional Services to develop and conduct library instruction sessions using Special Collections and University Archives materials.
- Coordinates and provides reference services for the department, including scheduling of reading room staff.
- In collaboration with colleagues in the department and the library, plans events and conducts other outreach activities on campus and in the community to promote the integration of Special Collections and University Archives in instruction, research, and community engagement.
- In collaboration with colleagues in the department, revises and implements reading room policies and procedures including policies on the reproduction and use of materials.
- Coordinates the department’s online and physical exhibits and supervises its social media presence.
- Coordinates the creation of LibGuides to promote and ease the use of department resources in instruction and research.
- In collaboration with colleagues in the department and the library’s assessment unit, participates in assessment of reference and instruction services, including assessment of learning outcomes and analysis of data that measure impact on student success.
• Participates in the selection of rare books and the collection of manuscripts to meet the ongoing curricular and research needs of the university and the community.
• Supervises 1 FTE staff and students.
• Participates in library and university committees.
• Participates in appropriate professional associations.
• Conducts scholarship activities alone and in collaboration with others.
• Performs other duties as assigned.

MINIMUM EDUCATION/EXPERIENCE REQUIREMENTS:

• The minimum academic credential required for applicants for faculty positions in Atkins Library is completion of a master’s degree in the field of library and information science from a program accredited by the American Library Association by time of interview.

• Graduation with master’s degree in a specialized area directly relevant to the position description may be an acceptable substitute in certain situations if approved by the Dean.

• A second masters in another discipline or an earned doctorate is highly desirable.

PREFERRED EDUCATION, SKILLS AND EXPERIENCE:

• Minimum of two years experience providing instruction in an academic library or other higher education setting is required.
• Demonstrated understanding of active learning pedagogies and/or inquiry-based learning.
• Demonstrated knowledge of recent trends and practice relating to teaching with primary source materials in colleges and universities.
• Formal coursework, training, and/or experience with rare books, manuscripts, or archives, to include best practices related to the ethics, security, handling, and use policies associated with providing reference services for these types of materials.
• Commitment to fostering an environment of multiculturalism and inclusion in the classroom and workplace.
• Excellent organizational skills.
• Commitment to assessment and employing assessment data to improve services.
• Excellent written, public speaking, and interpersonal communication skills
• Supervisory experience.
• Understanding of legal issues that relate to the access and use of unpublished library materials, including laws governing privacy and copyright issues such as fair use and licensing.
• Experience creating digital and/or physical exhibits.
• Experience with the analysis and development of a rare book collection.
• Experience managing and scheduling a special collections reading room or another service point.
• Experience employing social media in the service of promoting or creating awareness of library or archival collections and services.
• Ability to learn and use new and emerging technologies to advance reference, instruction, and outreach services.

TO APPLY:
ONLY ELECTRONIC APPLICATIONS WILL BE ACCEPTED: https://jobs.uncc.edu/
(Search Faculty Vacancies - Position #008973)
The following Application Materials must be attached to your electronic submission:

- Cover letter
- CV/Resume
- Names (including titles and company/institutions), addresses, phone numbers, and email addresses of at least 3 professional references.

The Search Committee will not contact references verifying permission with the candidate.

Applications received by September 6, 2016 will receive priority consideration. Anticipated start date is Jan 2, 2017. Appointment requires successful completion of background check.

J. Murrey Atkins Library supports and affirms diversity, inclusion, and multiculturalism. Through our collections, services, policies, and programs, we strive to support these values, and we encourage applications from professionals who can help us achieve this goal. AA/EOE.

Competitive salary and benefits package.

For additional information about The University of North Carolina at Charlotte, please visit our Web site: http://www.uncc.edu.

For further details about Atkins Library, please consult our web site: http://library.uncc.edu.