



### Position Description

<b>Classification Title:</b>	Visiting Instructor
<b>Working Title:</b>	Inclusive Teaching Fellow – Information Systems Librarian
<b>Supervisor’s Working Title:</b>	Director, University Libraries
<b>Hours/Shift:</b>	Full-time, Annual
<b>Department:</b>	University Libraries
<b>Supervisory Position:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Employee Category:</b>	Instructional Academic Staff
<b>FLSA Status:</b>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt
<b>Date Created/Updated:</b>	04/20/2022
<b>Position of Trust:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Defined as: Having access to vulnerable populations, property access, financial/fiduciary duties, and all executive positions)
<b>Position of Trust with Access to Vulnerable Populations:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Defined as: Position requires unsupervised or significant access to minors, under the age of 18 who are <u>not</u> enrolled or accepted for enrollment at a UW System Institution, and medical patients)

#### Position Summary

The Information Systems Librarian will support teaching, learning, and scholarship at the University of Wisconsin-Stevens Point (UWSP) by providing strategic leadership in enhancing and managing discoverability of collections and services. This position will plan, manage, and provide support for library systems; provide training and troubleshooting support for all online systems and resources; manage and support access to electronic databases; provide leadership and oversight for library website and research guides; take an active role in reference services; serve as liaison to academic departments, UWSP information technology, and University of Wisconsin (UW) System technology-related groups and initiatives; participate in the Libraries’ instruction program; and engage in scholarship and service. The UWSP Libraries are committed to diversity and seek to foster and support the growth and development of librarians from underrepresented groups. As such, this 12-month instructional academic staff position will participate in UWSP’s two-year Inclusive Teaching Fellow Program.

Inclusive Teaching Fellow will serve in the duties outlined below and take part in a rigorous professional-development experience that includes mentoring, participation in shared governance, and opportunities to engage with students and the broader community. Responsibilities below will range from half- to three-quarter time during the academic year, depending on completion of appropriate terminal degree.

<b>Primary Responsibilities:</b>	<b>% of Time Spent</b>
<p><b>A. Information Systems</b></p> <ul style="list-style-type: none"> <li>• Plan, assess, implement, and maintain library systems.</li> <li>• Serve as system administrator for Ex Libris Alma unified library system (acquisitions, cataloging, serials, and circulation systems).</li> <li>• Serve as system administrator for the Primo discovery service, including integration with link resolvers, knowledge bases, APIs, and other external systems as needed.</li> <li>• Provide local maintenance and support for Alma, Primo, OCLC, Ezproxy, and ILLiad systems.</li> <li>• Provide reports and statistics related to library systems and maintain technical documentation.</li> <li>• Provide training and support for library faculty and staff in the use of library systems.</li> <li>• Manage all aspects of providing access to the electronic database resources.</li> <li>• Provide leadership and strategic oversight for the Libraries' website and technical support for the library research guides.</li> <li>• Participate in the ongoing development and support of online resources and applications, in collaboration with library faculty and staff.</li> <li>• Stay current with technology trends and issues impacting library services and resources.</li> </ul>	<b>50%</b>
<p><b>B. UW System and Liaison Roles</b></p> <ul style="list-style-type: none"> <li>• Serve as the Campus Contact for the UW System Libraries Shared Systems group.</li> <li>• Act as liaison to UWSP Information Technology department.</li> <li>• Act as liaison to library system and database vendors including Ex Libris, OCLC, and Ebsco.</li> </ul>	<b>10%</b>
<p><b>C. Library Instruction</b></p> <ul style="list-style-type: none"> <li>• Provide training, instruction, and workshops on library systems and databases.</li> <li>• Contribute to the Libraries' instruction program, including teaching and developing materials for discipline-specific library sessions, library credit courses, and workshops.</li> </ul>	<b>15%</b>
<p><b>D. Reference and Collection Development</b></p> <ul style="list-style-type: none"> <li>• Participate as part of reference service team (including some evening hours) and manage access to online reference sources via library systems.</li> <li>• Participate in collection development.</li> <li>• Serve as liaison to selected academic departments.</li> </ul>	<b>15%</b>
<p><b>E. Scholarship and Service</b></p> <ul style="list-style-type: none"> <li>• Engage in scholarship and professional development activities.</li> <li>• Take an active role in faculty governance and other service opportunities.</li> </ul>	<b>10%</b>

**Qualifications – Knowledge, Skills, and Abilities:**

**Required Knowledge, Skills, and Abilities**

- A master's degree in library or information science from an ALA-accredited program or equivalent; or, be within a semester of earning master's degree in library or information science from an ALA-accredited program
- Evidence of ability to learn new technology-based skills with efficiency
- Demonstrated commitment to diversity, equity, and inclusion principles and practices
- A mindset of perseverance and dedication, including problem solving, troubleshooting, persistence, collaboration, and information-seeking habits

**Physical Effort/Demands:**

- Sitting
- Standing
- Walking
- Lifting your arms above your head to reach high, possibly difficult, areas
- Kneeling
- Squatting
- Stooping
- Frequently lift 1 – 10 pounds
- Occasionally lift 15 pounds

**Working Environment:**

The noise level in the work environment is usually quiet.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee Name

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Date

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Employee Signature

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Date

\_\_\_\_\_  
Supervisor Name

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Date

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Supervisor Signature

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