



Digital Learning Resources Librarian

Position Title: Digital Learning Resources Librarian, Full-time Position

Department: Library

Reports to: The Library Director

Summary of Job Description

The Digital Learning Resources Librarian designs, develops and maintains digital learning resources, including the online subject guides. This librarian also provides support for reference services and information literacy instruction.

Duties and Responsibilities

1. In consultation with the library team, creates and maintains digital learning resources in the forms of web-based guides and tutorials on information literacy, library resources and referencing styles.
2. In coordination with the college webmaster, works to enhance the library portal, and evaluate the library website for its accuracy, currency and usability.
3. Explores opportunities to make Open Access (OA) materials and Open Educational Resources (OER) available to the Marygrove College community.
4. Provides reference services and one-on-one consultations.
5. Conducts library orientation sessions and delivers information literacy instruction.
6. Pursues professional development opportunities.
7. Other duties as assigned.

Qualifications

Required:

- MLS or MLIS degree from an ALA accredited institution.
- A curiosity about and a interest in new technological solutions to instructional problems.
- Excellent interpersonal, written and oral communication skills.
- Ability to work well under pressure, meet deadlines and prioritize multiple projects.
- Excellent problem-solving skills.

Preferred -

- Teaching experience.
- Working knowledge of a course management system.
- Experience building and designing LibGuides.
- Knowledge of html or other website enhancement tools.
- Experience with website management.
- Working knowledge of screen-capturing software, like Camtasia.

Application Procedure: Please submit a resume, cover letter, and a list of three references to the Director of the Library, using the following e-mail address: mkickham@marygrove.edu . Also, please place the title of the position, 'Digital Learning Resources Librarian,' in the subject line. Review of applications will begin July 3rd. EOE