

Job Description

Position: **Head of Research and Instructional Services**

Basic Function and Responsibility

Provides leadership in developing and marketing innovative reference, research, and instructional services, and managing and evaluating these programs.

Characteristic Duties and Responsibilities

1. Assumes responsibility for the general supervision of the Research and Instruction Department.
2. Provides leadership and vision for continued growth of the library's information literacy and library instruction programs, including new initiatives for services.
3. Leads the department in the adoption and use of information technologies as applied to reference and instructional services, including digital reference initiatives.
4. Responsible for the quality and currency of the reference collection in all formats.
5. Coordinates the development and evaluation of the reference collection; maintains it quality and currency.
6. Coordinates the evaluation of user services with the Head of Access Services, the Head of ILS, the Government Documents Librarian, and the Director.
7. Participates in selection of electronic resources; coordinates all activities related to electronic resources with the Electronic Resources Librarian (including but not limited to trials, training, and problems with access).
8. Serves as an advocate of the library's teaching and service mission.
9. Facilitates the development of outreach services to meet the information needs of students and promote awareness of the library under the direction of the Instruction Librarian
10. Develops working relationships and collaborative activities within the university community to identify and provide informational and instructional services.
11. Coordinates the preparation and implementing departmental goals and objectives.
12. Provides training and supervision to staff members.
13. Works closely with the Director, Access Services, the Head of Interlibrary Services, and Government Documents to develop and plan public services for students, faculty and staff.

Other essential duties and responsibilities are identified in the job description for Research and Instruction Librarians.

Participates in professional activities, professional development, scholarly research, publication and service activities as outlined in Academic Policy Statement 900417, Faculty Reappointment, Tenure, and Promotion.

Reports to: Director of Library Services