

Position Vacancy Announcement

Location: University Libraries, University of Memphis

Position: Head, Instructional Services

Responsibilities: This position provides leadership and direction for the University Libraries' instructional programs. He/she manages the coordination, development, delivery, and assessment of the overall User Instruction Program. He/she supervises faculty and staff assigned to the department while also providing advice and guidance to other faculty and staff participating in the instruction program. As appropriate he/she makes use of traditional instructional methods but also incorporates new and emerging techniques and technologies into the program. As a member of the faculty, he/she participates in the University Libraries' Collection Development Program, serves as subject liaison to one or more assigned department(s), and participates in staffing the public service desk. The Head of Instructional Services is a member of the Libraries' Administrative Council.

Reporting Structure: Reports to the Dean of University Libraries

Rank and Salary: Tenure Track, 12 month appointment. Salary minimum \$50,000 per year. Rank Assistant or Associate Professor depending on qualifications.

Benefits: 24 days vacation/12 days sick leave per year; state paid retirement (State of Tennessee or TIAA-CREF); group health insurance; tuition remission.

Required Qualifications: ALA-accredited MLS degree. Second graduate degree is required to be eligible for tenure and promotion. At least one year of post-MLS work experience in a library. Must be forward thinking and self motivated. Knowledge of current trends and developments in instruction. Experience with the creation and management of course materials (print and electronic) supporting instruction. Ability to supervise the work of others. Experience providing training or instruction. Good oral and written communication skills. Must have good organizational skills and demonstrate a commitment to public service. Ability to maintain an ongoing program of professional involvement and development at a level that would merit tenure and promotion.

Preferred Qualifications:

Experience working in an academic library. Experience leading an instructional program. Experience providing instruction to remote users. Subject expertise in a scientific or technical discipline.

Deadline: Review of applications begins May 20, 2008, and may continue until the position is filled. Submit a letter of application that addresses the applicant's experience in relation to the position requirements, a current resume, and contact information for five (5) references who are knowledgeable of applicant's qualifications and experience to:

Ms. Nancy Massey, Personnel Associate
University Libraries, University of Memphis
126 Ned R. McWherter Library
Memphis, TN 38152-3250

For more information on the University Libraries and this position see <http://exlibris.memphis.edu>.

The University of Memphis is an Equal Opportunity Affirmative Action Employer. All qualified applicants are urged to apply for this position. Appointment is based on qualifications as they relate to position requirements without regards to race, color, national origin, religion, age, sex, disability, or veteran status.

April 2008