

Professional Job Position Description

Section I: Position information

Effective date	2025-09-04	<input checked="" type="checkbox"/> Update only	<input type="checkbox"/> Classification review
Position title	Associate University Librarian, Learning and Research Services		
Position number	999959		
Classification level	D		
Position affiliation	<input checked="" type="checkbox"/> AUFA <input type="checkbox"/> Excluded		
Location	Virtual with Place Based Functions		
Department	Library and Scholarly Resources		
Reports to	University Librarian		

Position summary

Briefly describe the main purpose(s) of the position.

Reporting to the University Librarian, the Associate University Librarian Learning & Research Services (AUL, L&RS) leads the library's learning & research services (L&RS) team, comprised of digital literacy, reference services, open educational resources, and public services (the library information desk, interlibrary loans and library mailroom). The incumbent establishes plans and priorities for the team, ensuring that university and library goals are met, and that provided services are assessed for effectiveness, efficiency, and alignment with broader university goals. The AUL, L&RS works closely with other senior library staff in departmental planning and is responsible for expanding awareness of Library support for learning, teaching, and research at AU. The incumbent will also serve as delegate for the University Librarian when required.

Duties and responsibilities

Organize by key responsibility area and include % of time spent where possible.

Leadership

- This position leads the library's learning and research services team, setting direction for the team in alignment with the university's strategic plan, the library plan, and with a focus on the provision of exceptional service.
- Expands awareness of AU Library's resources and services across AU, including digital literacy, reference, support for OER, and public services.
- Engages in proactive conversations with deans, faculty, and other community members regarding the library's support for teaching, learning, and research.
- Works closely with the L&RS team to implement goals from the library's plan, incorporating assessment and supporting courses and programs.
- Works closely with the University Librarian on planning.
- Represents the learning & research services team at Library Management Team meetings.
- Contributes to the development of the library's annual report and integrated resource plans.

- Contributes to discussions of departmental needs and areas of concern, including staffing, new information technology systems or tools.
- Coordinates with other library staff on matters that cross teams.

Supervision

- Supervises, mentors, and coaches staff for success.
- Assesses performance of staff reporting to the position.
- In coordination with the Managing Librarian, Information Services, the incumbent ensures departmental goals for the L&RS team are met, and analyzes and assesses efficiency and effectiveness of services.
- Develops and delivers workshops and training for staff as necessary.
- Chairs librarian's meetings.

Other

- Contributes to the development and enhancement of the library's website and student service initiatives.
- Participates in the creation of instructional resources on an as needed basis, including the delivery of instructional sessions.
- Provides reference services and serves on the AU Library Information Desk in a backup capacity when required.
- Compiles, maintains, and provides statistics and data for the areas reporting to the position; provides data and statistics for benchmarking surveys upon request.
- Provides the University Librarian with reports as requested.
- Participates in appropriate committee work, both internal to the university and externally.
- Commends resources to be added to the collection.
- Serves as delegate for the University Librarian when necessary, attending meetings and contributing to projects as required.
- Other duties as assigned by the University Librarian.

Occupational health and safety

Employees:

Responsible to participate in the AU OHS program as required.

Supervisors:

Responsible for awareness of one's OHS Responsibilities as an AU employee and supervisor, for participating in the AU OHS Program as required, and for ensuring the participation of employees in the AU OHS Program as required.

See: <https://ohs-pubstore.labour.alberta.ca/li008>

Classification factors

Communication

Clear and effective communication skills are required of the incumbent across all areas of responsibility. In promoting awareness of library support for teaching and learning, the AUL, Learning & Research Services provides advice and information to faculty, course authors, and others involved in course development as appropriate, including recommending the integration of library resources and services into the curriculum where appropriate. The incumbent may on occasion support faculty and staff regarding the use of third-party materials in courses. As supervisor, the incumbent communicates to motivate staff so that they do their work effectively and efficiently and develops and encourages a positive, professional work environment. The incumbent must have strong reference skills and be able to express complicated and involved concepts in a clear and concise manner. The incumbent is required to communicate widely across all levels of the university and with external colleagues and organizations.

Supervision

The incumbent must have strong leadership and supervision skills. The AUL, L&RS considers departmental and university goals in coaching Learning & Research Services staff, mentoring and counseling as appropriate, to ensure the provision of effective and efficient services. The incumbent is responsible for leading and supervising the Learning & Research Services unit and works with the Managing Librarian, Information Services to identify appropriate training and development opportunities for staff, with a focus on continual staff development, and the provision of high-quality services to community members. The incumbent will be involved in recruitment and selection of staff in the Learning & Research Services unit. In serving as delegate for the University Librarian, the incumbent may supervise staff who are normally colleagues, requiring additional tact and discretion.

Impact of service or product

The AUL, L&RS has a significant impact on AU Library's support for teaching and learning and research. This includes planning for initiatives in support of these areas, assessment and evaluation of existing services, and outreach to the AU community and beyond to ensure adequate levels of support are available. In serving as the delegate for the University Librarian, the incumbent interacts with senior university staff, attending meetings, and representing the department. This work requires a solid grasp of departmental requirements and directions, to ensure alignment with unit goals. Supervisory and training responsibilities contribute to the growth and development of staff working in the Learning & Research Services unit. This in turn impacts on the quality of service provided to library patrons. This position requires strong creative and critical thinking skills and a solid understanding of online pedagogy. Strong reference skills are required to support research, particularly at the master's and doctoral levels, as research at these levels is often complex.

Independence of action

The incumbent works independently, reporting areas of concern and needs (e.g. resources, staffing, etc.) to the University Librarian. The incumbent will also work collaboratively with others internal and external to the Library and AU, and the ability to work in a team is essential. The AUL L&RS must

be able to make decisions based on provided information. AU's mission, strategic documents, policies, and professional ethics guide actions

Complexity

The incumbent approaches all duties and responsibilities from a broad perspective that requires in-depth analysis and strong critical and creative thinking skills. The incumbent maintains awareness of new developments in digital and information literacy practice and theory to promote sound pedagogy and assessment and identifies opportunities to enhance services to the AU community. It is the incumbent's responsibility to be knowledgeable about and provide leadership to an area of the library involving diverse and evolving processes. Leading and establishing priorities and plans for a unit faced with change requires adaptability and a commitment to professional growth and learning. The provision of reference and instructional services can be extremely complex, requiring in depth knowledge of library systems and creative problem-solving techniques. Strong critical analysis skills are required to facilitate research, including that at the upper and graduate level. The diversity of the position requires the incumbent to have sound knowledge of, and facility with, online research tools, the components of the research process, strategies for evaluating and using information, digital literacy competencies, and different learning and instructional approaches. Serving as delegate for the University Librarian requires the ability to pivot to focus on different work, so effective time management is crucial as is the ability to see the broader departmental picture.

Planning

Planning encompasses that at the unit level and the ability to see the broader departmental context and where the work of the learning & research services team fits. Extensive planning is required to develop and evaluate the activities undertaken by the Learning & Research Services unit, including digital literacy initiatives, the library information desk, and reference services. Planning ensures the meeting of university and library objectives and operational requirements as well as establishing criteria, formulating projects, and assessing the team's effectiveness.

Signatures for section I

Incumbent signature		Date <input type="text"/>
Supervisor signature		Date <input type="text"/>

Section II: Qualifications

Qualifications

Includes education, experience, skills, abilities, and any other special qualifications required. The qualifications relate to the position not the incumbent.

- ALA-accredited master's degree in library and information science or international equivalent is required. Educational background in education, instructional design or a related field is a definite asset.
- Minimum of three years supervisory experience is required, including the provision of training and the assessment of employee performance, preferably in an academic library.
- Minimum three years' experience in increasingly responsible positions related to public service, reference, and instruction is required, preferably in an academic library.
- Experience leading, coaching, and mentoring staff for success, and ability to cultivate an environment of collegiality, respect, trust, and teamwork is required.
- Demonstrated experience with strategic planning and collaborative decision making is required.
- Excellent leadership, organizational, communication, and problem-solving skills are required.
- Established user-centred approach to service, and ability to develop partnerships with colleagues, users, and internal and external partners is required.
- Demonstrated ability to prepare and deliver effective information literacy instruction to library users is required.
- Demonstrated understanding of online pedagogy is required.
- Attention to accuracy and detail, and the ability to meet deadlines is required.
- Demonstrated facility with online communication and presentation tools is required.
- Established understanding of library supports for research is required.
- Experience leading in a changing environment is required.
- Commitment to continual professional growth and lifelong learning is required.
- Effective time management skills are required.
- Experience supervising staff across bargaining units is a definite asset.
- A demonstrated understanding of graduate research requirements and processes and of the provision of library services in the context of a distance education environment is desired.
- Strong awareness of openness in education is highly desired.

Signatures for sections I and II

Department Head signature		Date <small>Select a date.</small>
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Executive Officer signature		Date Select a date.
Human Resources review		Date Select a date.