

Position Number: D98796

Job Title: Urban & Public Affairs Librarian / Assistant Professor

Department: Millar Library

FTE: 1.0 FTE, 12-month, benefits eligible

Job Type: Tenure Track

Posted Date: 9/30/2011

Position Summary

The Urban & Public Affairs Librarian provides reference and information services for the University's students and faculty as well as members of the general public, participates in a dynamic instructional program, consults and collaborates with scholars in specific academic units, including classroom and online instruction, and possibly for-credit courses, and selects information resources to support the instructional and research needs of a diverse institution. Some evening and weekend reference duty and/or instruction is required. Portland State faculty members contribute to faculty governance activities within the Library and the University, engage in community and professional service, and pursue an active publication and research agenda, seeking grants as appropriate. This full-time, 12-month, tenure-track faculty position reports to the Assistant University Librarian for Public Services.

Specific Responsibilities

- Provide reference and information services for the University's students and faculty as well as members of the general public through work at the reference desk and through various information and communications technologies. Includes work during some evening and weekend hours.
- Participate in the Library's information literacy and general instruction program.
- Supports the instructional and research needs of Portland State's innovative College of Urban and Public Affairs, including Criminology and Criminal Justice, Political Science, Public Administration, Community Health, and Urban Studies & Planning. Select books, serials, databases, and other information resources and collaborates with these departments in assessing information needs and cultivating bridges for service and teaching.
- Develop physical and online learning objects and research guides.
- Contribute to a positive and collaborative environment based on mutual respect, service, open communication and cooperation.
- Maintain awareness of scholarly communication and copyright issues in general and within the assigned disciplines and contribute to advocacy efforts.
- Maintain current professional expertise through participation in workshops, classes, professional associations and networks, and through continued awareness of the scholarly literature.
- Keep colleagues informed of current issues and developments in the field related to the subject areas of responsibility.
- Establish short and long-range goals, objectives, and priorities, aligned with those of the Library and the University. Participate in continual program planning and assessment activities, including the collection of relevant data on inputs, outputs, and outcomes.
- Maintain effective and productive communications with colleagues, administrators, and community users and organizations.

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity

-
- Contribute to the work of relevant committees and workgroups in the Library and the University, as well as to the work of professional associations, locally, regionally, nationally, or internationally.
 - Pursue active publication and research agenda and meet expectations for faculty service and scholarship in accordance with the Library and University's promotion, tenure, and post-tenure review guidelines.
 - Occasionally direct the work of part-time student employees, volunteers, or interns.
 - Support the mission, goals, and objectives of the University and the Library.
 - Other duties as assigned.

Required Qualifications

- ALA-accredited MLS
- Two years of full-time, post-MLS experience as an academic librarian
- Evidence of professional service and scholarship
- Effective communications and collaborative skills
- Experience using library systems, online learning applications, or digital and Web technologies in the delivery of library services
- Collection development experience
- Experience integrating information literacy concepts into teaching
- Experience delivering reference and instruction services
- Ability to successfully complete a background check

Preferred Qualifications

- A graduate degree in Political Science, Public Administration, Urban Planning, or other field related to the College of Urban & Public Affairs
- Experience working as a librarian with responsibility for one or more Urban & Public Affairs fields
- Flexibility and ability to work positively in a fast-paced, changing environment while collaborating with diverse colleagues, faculty, students, and the general public
- Experience with statistics and statistical analysis programs and geographic information systems

Compensation

Compensation and rank are commensurate with experience. The salary range begins at a minimum of \$61,320 with an excellent benefits package including generous healthcare, retirement and vacation packages; and reduced tuition rates for employee, spouse or one dependant at any of the Oregon University System schools.

To Apply

Send cover letter; resume; and names, address, phone numbers, and e-mail addresses of four references to: Stephanie Moss, Search Coordinator, smoss@pdx.edu

Electronic application materials are strongly preferred (Word or .pdf documents). However, materials may be mailed to:

Stephanie Moss, Search Coordinator
Portland State University Library
Post Office Box 1151
Portland, OR 97207-1151

Transcripts and background checks will be required for finalists. In cover letter, address how your knowledge and experiences meet qualifications.

Review of applicants will begin approximately November 1, 2011, and will remain open until finalists are identified.