Online Learning Librarian

The Loyola • Notre Dame Library seeks a dynamic, innovative, and experienced librarian to join our Research & Instruction Department. The Online Learning Librarian will provide leadership and direct the creation, implementation, and assessment of online learning services and programs.

The successful candidate will communicate effectively and work collaboratively with other units in the library and on campus to build, position, and assess online tutorials and embed library materials into courses to support the information gathering needs of a diverse population of undergraduates, graduates, and faculty at Loyola University Maryland and Notre Dame of Maryland University.

Position Responsibilities:

• Create and implement an innovative and effective program of online instruction including the development and assessment of a broad range of teaching and learning objects including but not limited to web-based tutorials, instructional videos, research guides, and web sites fully integrating e-learning into the course management system and the curricula in support of the Library’s research, teaching and learning program.
• Proactively seek faculty partners to integrate information literacy instruction into academic programs.
• Provide library research instruction to on campus and off-site students incorporating active learning into both in-person and online experiences.
• Work closely with other units on the two campuses (Loyola University of Maryland and Notre Dame of Maryland University), to provide services to graduate students, including technology services and online program support, to integrate library materials with course management software.
• Investigate and implement enhancements to services for distance students.
• Provide general reference service (some evenings and weekends required).
• Act as a liaison to academic departments performing collection development and outreach to faculty.
• Participate in other departmental and library-wide initiatives.

Required Qualifications:

• ALA-accredited Master’s in Library/Information Science;
• Two or more years of instruction experience;
• Demonstrated knowledge of current trends and issues in online education;
• Demonstrated knowledge of online course management software;
• Demonstrated effective oral, written, and interpersonal communication skills;
• Demonstrated leadership skills;
• Ability to work creatively and effectively both individually and collaboratively;
• Ability to thrive in a changing work environment and demonstrated commitment to professional development.

Preferred Qualifications:

• Working knowledge of or grounding in online learning theory;
• Working knowledge of tutorial software (Captivate, Camtasia);
• Coursework or degree in instructional technology design;
• Familiarity with course management software, tutorial editing, experience with video conferencing software;
• Working knowledge of open-source technologies, web design, or instructional design.
About the Library:

The Loyola • Notre Dame Library is one of two independent academic libraries in the United States. Situated between two adjoining campuses (Loyola University Maryland and Notre Dame of Maryland University) in a residential area of northern Baltimore City, the Library serves a total population of 7,474 FTE including 5,516 FTE at Loyola University Maryland, recognized for excellence in teaching and learning, and 1,958 FTE at Notre Dame of Maryland University, a leader in education of women.

The Library offers an excellent benefit package that includes medical, access to dental, life, and disability insurance, as well as TIAA-CREF retirement. Successful candidates will be subject to a pre-employment background check.

The Loyola • Notre Dame Library is an equal opportunity employer, and does not discriminate on the basis of race, color, national and ethnic origin, religion, sex, sexual orientation, disability, or age.

Application Procedures: Review of applications will begin immediately and the position will remain open until filled. Please submit electronically a resume, cover letter, and a list of three (3) work-related references with “Online Learning Librarian” in the subject line to Lorena Dion, Administrative Operations Coordinator: ldion@loyola.edu.