Howard Payne University does not discriminate based on race, color, national origin, gender (except where gender is a bona fide occupational qualification), age, veteran status, disability or genetic information. Background investigations will be conducted. The University is a "Drug Free Workplace." Applicants and employees may be required to take a drug and alcohol test at any time.

POSITION AVAILABLE: Digital Initiatives and Innovations Librarian
CLASSIFICATION: Exempt, Full-Time
POSTING DATE: February 5, 2015
EMPLOYMENT BEGINS: June 1, 2015

Job Summary – The Digital Initiatives and Innovations Librarian is responsible for the development of a comprehensive suite of online learning tools and environments designed to enhance information literacy and research skills of students enrolled in all programs on all campuses. This position collaborates with other campus personnel creating online tools and materials designed for meaningful learning opportunities. This librarian serves as the embedded librarian and answers online questions in the library blackboard community. This librarian will lead digital projects, social media, online communication and tools, video creation, and virtual instructions for all campuses. Reference duties are required.

Essential Duties and Responsibilities include the following (a detailed Job Description is available at www.hputx.edu/jobs). The Dean of Libraries may assign other duties.

1. Contributes to investigations and implementations of new strategies for collecting, managing and preserving digital scholarly content and new forms of scholarly output, including but not limited to data sets, multimedia, blogs, images and websites.
2. Assist in collaborative work with a cross section of library staff.
3. Stays abreast of emerging technologies, alternative publishing models, scholarly communication developments and related legislative initiatives. Propose new initiatives as appropriate.
4. Development of information literacy lesson plans and online instruction.
5. Creation of web-based instructional tutorials and videos.
6. Develop and design library guides and online communities for library services.
7. The employee independently carries out major assignments in conducting the operations of the University.

MINIMUM QUALIFICATIONS - Only applicants meeting the minimum qualifications below will be considered. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Education and Experience Master’s degree in Library Science from an ALA certified University and one year of directly related experience is required. Preference may be given to individuals with a second master's degree in a computer science related field or work experience in technology related occupations.

Computer Skills – To perform this job successfully, an individual should have a good working knowledge of Blackboard or other LMS software, EBSCO Discovery and related products, Libguides, Internet browsers, Microsoft Office, and social medial including Facebook. Experience with Prezi, Jing, Camtasia, Slideshare, QR Code creation, and other web-based tools is preferred.
**Physical Requirements** - While performing the duties of this job, the employee is frequently required to sit, stand, reach with hands and arms, use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to walk. The employee must regularly and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and the ability to adjust focus.

**Expectations** - Howard Payne University seeks to employ Christians, who are dedicated to teaching and service as they model the principles of the Christian faith. The University is committed to the integration of learning and Christian faith in the pursuit of truth.

Howard Payne University expects its employees to be professing Christians and be willing to support the Christian mission and purpose of the University. As a result, the University expects employees to lead lives of service through active involvement in Christian religious life both on campus and through a local Christian church. Your signature on the Job Description indicates your acceptance and affirmation of these statements.

**Mission Statement** - Howard Payne University is a Christ-centered academic community dedicated to excellence by developing and equipping the whole person for intellectual inquiry, personal and professional integrity, and service to God and humanity.

**Application Procedure:** To be considered, applicants must submit an Employment Application (available at: www.hputx.edu/jobs), a letter of application addressing in detail how you meet the position requirements, curriculum vita, a statement of teaching philosophy, unofficial transcripts, copies of most recent teaching evaluations and the names and contact information for three professional references to:

Mrs. Tessie Mayo
Administrative Assistant, Business and Human Resources
Howard Payne University
1000 Fisk Avenue, Suite 210
Brownwood, TX 76801
Phone: (325) 649-8031
E-mail: hr@hputx.edu

**Application Deadline:** Until the position is filled
Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Digital Initiatives and Innovations Librarian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Library</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Alexia Riggs, Dean of Libraries</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Exempt, Full-Time</td>
</tr>
<tr>
<td>Prepared By:</td>
<td>Alexia Riggs, Dean of Libraries</td>
</tr>
<tr>
<td>Prepared Date:</td>
<td>January 30, 2015</td>
</tr>
<tr>
<td>Approved By:</td>
<td>Bill Fishback, Assistant Vice President for Business and Human Resources</td>
</tr>
<tr>
<td>Approved Date:</td>
<td>January 30, 2015</td>
</tr>
</tbody>
</table>

Mission Statement - Howard Payne University is a Christ-centered academic community dedicated to excellence by developing and equipping the whole person for intellectual inquiry, personal and professional integrity, and service to God and humanity.

Expectations - Howard Payne University seeks to employ Christians, who are dedicated to teaching and service as they model the principles of the Christian faith. The University is committed to the integration of learning and Christian faith in the pursuit of truth.

Howard Payne University expects its employees to be professing Christians and be willing to support the Christian mission and purpose of the University. As a result, the University expects employees to lead lives of service through active involvement in Christian religious life both on campus and through a local Christian church. Your signature on this Job Description indicates your acceptance and affirmation of these statements.

Job Summary – The digital initiatives and innovations librarian is responsible for the development of a comprehensive suite of online learning tools and environments designed to enhance information literacy and research skills of students enrolled in all programs on all campuses. This position collaborates with other campus personnel creating online tools and materials designed for meaningful learning opportunities. This librarian serves as the embedded librarian and answers online questions in the library blackboard community. This librarian will lead digital projects, social media, online communication and tools, video creation, and virtual instructions for all campuses. Reference duties are required.

The digital initiatives and innovations librarian is responsible for maintaining lab equipment and related technologies. Intellectually curious, the innovations librarian stays involved with trends of emerging technologies and new forms of scholarship. Staying up to date on the latest technology trends, they are prepared to train faculty and students on the newest library and research innovations. This librarian is responsible for hosting workshops and presentations for students and faculty. This position requires independence and collaboration, initiative, proactive communication, and relationship-building. Special projects may be assigned by the dean as needed, this is a 10.5 month appointment with weekends and evening rotations.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Contributes to investigations and implementations of new strategies for collecting, managing, and preserving digital scholarly content and new forms of scholarly output, including but not limited to data sets, multimedia, blogs, images, and websites.
2. Assist in collaborative work with a cross section of library staff.

3. Stays abreast of emerging technologies, alternative publishing models, scholarly communication developments and related legislative initiatives. Propose new initiatives as appropriate.

4. Development of information literacy lesson plans and online instruction.

5. Plan and manage projects: define goals, effectively coordinate staff and technology resources; Communicate with faculty and professional staff completing projects in a timely manner.


7. Encourage experimentation and risk-taking in digital scholarship projects as part of professional growth and innovative service to faculty and students.

8. Contribute to the University community through research and teaching.

9. Familiarity with the mobile and web-based technologies used in social media and demonstrated ability to learn new technology quickly.

10. Creation of web-based instructional tutorials and videos.

11. Develop and design library guides and online communities for library services.

12. Responsible for Social Media communications for the library.


14. Provide reference services to students and other library users.

15. The employee compares and evaluates possible courses of conduct, and acts or makes a decision after the various possibilities have been considered.

16. The employee must exercise judgment with respect to “matters of significance,” which refers to the level of importance or consequence of the work performed.

17. Decisions/recommendations by this employee may be reviewed at a higher level and, on occasion, revised or reversed.

18. The employee independently carries out major assignments in conducting the operations of the University.

19. The employee provides consultation or expert advice to Officers of the University.

20. The employee is involved in planning long-range or short-term objectives for the University.

Competencies - To perform the job successfully, an individual should demonstrate the following competencies:

1. Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
2. Design – Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.

3. Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

4. Project Management – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

5. Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

6. Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

7. Teamwork – Balances department and individual responsibilities; Exhibits objectivity and openness to others’ views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of the department above his/her own interests; Able to build morale and group commitments to goals and objectives; Supports everyone’s efforts to succeed.

8. Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

9. Change Management – Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

10. Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

11. Diversity – Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

12. Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds the University’s Mission Statement and values.

13. University Support - Follows administrative policies and procedures; Completes administrative tasks correctly and on time; Supports the University's Mission Statement and values; Benefits the University through outside activities; Supports affirmative action and respects diversity.

14. Strategic Thinking – Develops strategies to achieve the University’s Mission Statement and values; Understands the University’s strengths and weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.

15. Motivation – Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
16. Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes and schedules other people and their tasks; Develops realistic action plans.

17. Adaptability – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

18. Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

19. Structure and Planning – Structures courses and prioritizes and plans lectures and classroom activities to give students the best opportunity for learning and critical thinking; Uses time efficiently; Organizes and schedules student’s tasks appropriately; Develops realistic action plans for students.

20. Creativity – Displays original thinking and creativity; Develops partnerships with external constituents to provide students with learning experiences outside the classroom; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others’ attention.

21. Use of Technology - Effectively uses current technology in teaching and is an advocate for the use of technology by peers and students to enhance learning.

22. Innovation – Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others’ attention.

Qualifications - To perform this job successfully, an individual must be able to perform each of the Essential Duties and Responsibilities listed above satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Master’s degree in Library Science from an ALA certified University and one year of directly related experience is required. Preference may be given to individuals with a second master’s degree in a computer science related field or work experience in technology related occupations.

Language Skills - Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and to the public.

Math Skills – Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability – Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
**Computer Skills** - To perform this job successfully, an individual should have a good working knowledge of Blackboard or other LMS software, EBSCO Discovery and related products, Libguides, Internet browsers, Microsoft Office, and social media including Facebook. Experience with Prezi, Jing, Camtasia, Slideshare, QR code creation, and other web based tools is preferred.

**Licenses and/or Certificates** - The employee must be at least 21 years of age and maintain a valid Texas driver's license in order to drive any vehicle, including their personal vehicle, on behalf of the University.

**Physical Demands** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

**Work Environment** - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The employee will be working near moving mechanical parts. The noise level in the work environment is usually quiet.

By my signature below, I confirm I have read, understand and can meet all of the expectations and physical requirements in this Job Description.

_________________________________________  __________________________
Signature         Date