University of Houston ◢ Clear Lake

Emerging Technology Librarian
Job Description

JOB INFORMATION

Effective Date	2/1/2022
Job Code:	2509
Job Title:	Emerging Technology Librarian
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	P2 - Intermediate Professional
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Library
Job Family:	Library
Job Summary	Responsible for maintaining, troubleshooting, and training users on technology and equipment; developing training materials; coordinating outreach activities; providing group/individual consultations; and working in collaboration with technologists and content experts to develop and host tutorials, workshops, and instruction sessions. Serve as the library resource for planning, development, troubleshooting, and coordination of digital tools, software and other library technology. Staffing, training, and supervising student workers for area's hours of operation. Will also serve a member of the instruction and research team to disseminate instruction and research consultation service.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Master's Degree	Master degree in Library and/or Information Science.	Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	Emerging technologies and related experiences.	Required	or
Less than 3 yrs	Academic Library experience.	Preferred	

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Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of emerging trends in research libraries and higher education.	Skilled
• Ability to establish and maintaining collaborative partnerships and services with and for faculty, students, and other university departments.	Skilled
• Knowledge to develop and maintain training modules and support materials; developing web content in areas of responsibilities.	Skilled
• Demonstrated skills in mastering new technologies quickly and thoroughly.	Proficient
• Able to design and deliver face-to-face and online instruction, including technical training, workshops, and classroom sessions.	Proficient
• Ability to design, maintain, troubleshoot, and train others in nontraditional and emerging technologies.	Proficient
• Strong interpersonal and communication skills.	Skilled
• Demonstrated initiative and flexibility as well as the ability to work both independently and collaboratively in a complex and diverse environment.	Skilled
• Commitment to continuous personal and professional improvement in diversity, equity, and inclusion initiatives.	Skilled

JOB RESPONSIBIILTIES

Campus Security Authority   ☐

Remote Work Capable   ☐

Essential Functions

Essential Function	% TIME
• Sets up, maintains, and troubleshoots technology used in the library including Active Learning Classroom, XR Lab, and other technology spaces.	30%
• Conducts individual, group, and/or classroom training sessions on technologies, digital applications, and tools.	20%
• Collaborates with Subject Librarians to deliver innovation-focused instruction sessions that align with the curriculum. Joins the Faculty Liaison team and engage in Collection Development activities.	20%
• Develops and maintains training modules and support materials, such as creating LibGuides and user guides for library technologies and developing web content in areas of responsibilities.	15%
• Stays informed of trends and best practices in innovative library technologies and recommends innovative technologies for adoption.	5%
• Builds strong working relationships with and develops collaborative partnerships with innovators, content creators, and experts within the library, across campus, and the community.	5%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

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PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description
0%	

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