

JOB INFORMATION

Effective Date	4/21/2022
Job Code:	2934
Job Title:	Assistant Director, Research and Instruction
Salary Grade/Structure:	060 - Admin-Professional
Career Level Name:	M1 - First Level Manager
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	institutional Research
Job Summary	This Assistant Director, Research and Instruction is responsible for providing guidance regarding the planning, promotion, delivery, and assessment of Neumann Library research and instructional services. Develops and implements procedures for the programs. Supervises Research and Instructional services librarians. Participates in and distributes library instruction sessions and other instructional activities. Makes decisions regarding equipment and software for the library classroom and instructional materials on the Neumann Library website. Serves as a member of the Public Services Team and Library Leadership Team; performs the duties of a Research and Instructional Librarian.

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	Degree in Library Science.	Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Some	At least three years of professional experience in reference and instruction in an academic library.	Required	
Less than 3 yrs	Supervisory experience.	Preferred	

Licenses and Certifications

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

Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of current theory and best practices in library research services and in information literacy and instruction services.	Proficient
• Extensive working knowledge of print and electronic information resources and of effective search strategies.	Proficient
• Maintains knowledge of the library's collection and resources.	Skilled
• Strong microcomputing skills in use of such packages as Word, PowerPoint, SpringShare library tools, etc.	Skilled
• Highly developed teaching/instructional skills in a classroom setting, in the development of online materials, and on an individual basis.	Skilled
• Skills in the design, authoring, and continuing development of the library's website and online research guide.	Skilled
• Ability to communicate clearly, orally and in writing, and to interpret and explain bibliographic data and service metrics.	Proficient
• Excellent interpersonal skills; ability to work effectively in a collegial environment and with the public, handling patrons' suggestions and complaints.	Skilled
• Mentors and trains librarians in the delivery and assessment of face-to-face and online research and instruction services.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority ☒

Remote Work Capable ☒

Essential Functions

Essential Function	% TIME
• Plans, develops, promotes, and participates in the delivery and assessment of Neumann Library research and instructional services. Mentors and trains librarians in the delivery and assessment of face-to-face and online research and instruction services. Receives faculty requests for instruction and distributes sessions among librarians. Collects and maintains research and instruction program statistics for purposes of reporting and planning.	30%
• Provides in-depth information and research assistance at the Research Consultation Desk on a daily basis. Answers reference and directional questions. Provides one-on-one instruction in the use of print and electronic resources. Maintains knowledge of the library's collection and resources. Teaches classes on use of the library and its resources. Prepares and updates instructional materials in paper and electronic format.	15%
• Oversees research guides offering web-based instruction, as well as informational pages for both faculty and students on the library's research and instructional services program. Serves on the library web committee. Participates in the design, authoring, and continuing development of the library's website and online research guides.	15%
• Teaches classes on use of the library and its resources. Prepares and updates instructional materials in paper and electronic format.	10%
• Develops the library collection. Recommends materials for purchase, with primary responsibility for assigned subject areas. Takes responsibility for obtaining faculty input for assigned subject areas and informs faculty of library services. Participates in and makes recommendations in collection evaluation projects.	15%
• Serves on library committees, task forces, and UHCL shared governance committees as assigned.	5%
• Works as a team member of the Public Services unit and the Library Leadership Team in implementing library policy and in planning library services.	5%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

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

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