Coord, Digital Literacy Program

Job Code 50033493

General Description
Coordinate the on-going development of Digital Information Literacy program.

Examples of Duties
Manage the coordination, development, implementation, and assessment of Information Literacy program and initiatives.
Plan and teach formal library instruction classes in both traditional and electronic classroom environments.
Develop and maintain various instructional and promotional materials, including web pages.
Provide quality reference services to remote library patrons at the desk and via virtual reference services.
Communicate with the Head of Reference and all other library staff in a collaborative and professional manner.
Assist in the development of the reference and the general collection of the Alkek Library.
Participate in activities with faculty and academic departments that are conducive to good library/faculty relationships and Collaborations.
Engage in professional activities in accordance with Texas State University's standards for promotion for professional librarians.

Knowledge, Skills, and Abilities
Knowledge of: university policies and procedures; digital literacy media materials.

Skill in: promoting the Information Literacy program to faculty and the rest of the university community; instructional planning and design; excellent oral, written and presentation skills.

Ability to: prepare reports, statistical and otherwise relating to the coordination of Information Literacy Program.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements