Special Collections Research, Outreach, and Instruction Team Lead, Non-Tenure Track
J. Paul Leonard Library

Position Summary
San Francisco State University’s J. Paul Leonard Library is a busy, teaching-oriented institution supporting a community of 25,000 students as well as faculty and staff. The library’s Special Collections unit, which includes the Bay Area Television Archives, the Frank V. de Bellis Collection, the Labor Archives and Research Center, the Library Fine Art Collection, and the University Archives and Historic Collections, seeks applicants for a Research, Outreach, and Instruction Team Lead. This position will coordinate Special Collections and Archives’ public services and work collaboratively with the Archival Processing Team Lead to oversee the unit’s operations and facilitate the continued development of Special Collections and Archives as a cohesive unit with a shared vision and common goals. Additionally, the Special Collections Research, Outreach, and Instruction Team Lead will work with both librarians in Special Collections and Archives and liaison librarians to proactively cultivate partnerships with faculty and to develop and deliver research assistance and instructional services that support the university’s teaching, learning, and research mission.

Responsibilities include:

- Coordinating research assistance and instruction across all collections in the Special Collections and Archives unit.
- Training and providing lead work direction to staff, student assistants, and interns who support the unit’s public services.
- Developing, implementing, assessing, and updating research and instruction-related policies, procedures, best practices, and workflows.
- Overseeing the collection of research assistance and instruction related data and analyzing statistics in order to make data informed recommendations about improvements to research assistance and instruction related programs and services.
- Developing learning outcomes, lesson plans, activities, and online instructional materials that integrate Special Collections and Archives primary source materials and develop students’ ability to use primary sources effectively.
- Coordinating the Special Collections and Archives unit’s integration into and collaboration with the library’s overall information literacy program.
● Providing instruction for Special Collections and Archives collections, and serving as the point person for instruction related to the de Bellis collection.
● Promoting knowledge about and use of Special Collections materials and services via public programs, activities, social media campaigns, and other innovative outreach initiatives.
● Collaborating with library liaisons to identify and pursue opportunities to further the research and teaching missions of SF State through integration into courses, collaboration on research and scholarship, and support for student learning and success.
● Providing users with research assistance across the unit’s collections, and serving as the point person for the discovery of materials in the de Bellis collection.
● When the building reopens, coordinating the day-to-day operations of the Special Collections and Archives Reading Room, including ensuring that the Reading Room is staffed, setting standards for service, and developing and updating policies in collaboration with colleagues.
● Overseeing content updates to the Special Collections website, in consultation with appropriate Special Collections staff and faculty.
● In collaboration with colleagues, supports Special Collections events and exhibitions.
● Participating collegially in Special Collections and Archives and library committees and events.

Shared lead responsibilities with the Archival Processing Team Lead include:

● Coordinating and overseeing the progress of the unit’s efforts to accomplish the goals outlined in the Special Collections and Archives Strategic Directions and Goals document, including:
  o the development of action plans documenting projects/activities, tasks, responsible parties, timelines, resources, success measures, and communication plans.
  o periodically revisiting the Strategic Directions and Goals document in order to update and revise it to better align with the current context.
  o documenting the unit’s progress toward its goals.
● Meeting regularly with the Associate University Librarian to provide updates on action plans, to problem solve issues, and to communicate the unit’s needs.
● Calling Special Collections and Archives meetings, developing the agendas, and ensuring that notes are taken and posted and that meetings run collegially, abiding by the group’s agreed upon meeting norms.
● Overseeing facilities, including maintenance of vault spaces, workstations, and equipment, in coordination with appropriate staff.

**Qualifications**

**Required**
ALA-accredited Master’s degree in Library and Information Science or equivalent.

**Preferred**
● Experience providing research assistance.
Teaching or training experience, including teaching with special collections materials and primary sources, developing student learning outcomes, using active learning strategies, and creating and implementing assessments that measure student learning.

Experience creating online research guides, instructional videos, tutorials, and/or other digital learning objects and instructional support materials.

Experience engaging in outreach initiatives or designing outreach materials that promote an organization’s resources, services, and/or programming.

Experience using Springshare’s suite of products (e.g., LibGuides, LibAnswers, LibStaffer, etc.).

Excellent interpersonal and oral and written communication skills.

Strong commitment to equity and inclusion and the ability to work effectively and collegially with students, faculty, and staff from diverse backgrounds.

Rank and Salary
Appointment is expected to be at the rank of Senior Assistant Librarian with salary commensurate with qualifications and experience. Time base is up to full-time.

Application
This search is open to internal (SF State) applicants only. All current library faculty and staff who meet the qualifications are eligible to apply. To do so, submit a letter of intent/interest, a current CV, and the names of one or two colleagues who would be best able to address your qualifications and experiences to Elizabeth Detrich, Personnel Coordinator: edetrich@sfsu.edu. Review of applications will begin on June 9, 2021.

San Francisco State is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, sex, sexual orientation, covered veteran status, or any other protected status. Reasonable accommodations will be provided for qualified applicants with disabilities who self-disclose by contacting the Library's Personnel Coordinator, Liz Detrich, at edetrich@sfsu.edu.