Expectations for Area Advisors
July 17, 2014

One of the Seven Core Commitments of the New U as described by President Pershing includes a commitment to diversity and a desire to “Diversify the student body, faculty, and staff to reflect the rich racial, ethnic, gender, cultural diversity and sexual identities of our state and the nation.” As a result, the Marriott Library will offer a 2-year residency program to a librarian who has recently graduated from a Masters program and who is from a traditionally underrepresented group. The role of the Area Advisor is to work with the Residency Program Coordinator to plan and implement a Resident’s experience during their time in the Advisor’s area of expertise.

The Area Advisor will be responsible for:

Working with the Residency Program Coordinator to:
• Develop learning outcomes and deliverables for the Resident
• Develop a timeline and work calendar for the Resident

Adhering to their portion of the Resident’s schedule and communicating with the Program Coordinator regarding any schedule or content changes

Providing an orientation to their area

Creating assignments designed to train a new librarian for work in their area

Overseeing the Resident’s work and having weekly meetings with the Resident to discuss progress

Facilitating at least one informal session with the Resident open to all staff on the major trends and issues facing their area. This is an opportunity for the Resident to give an informal presentation on what they have learned, recent literature, and current projects.

Preparing a performance evaluation of the Resident’s work and submitting it to the Program Coordinator

Bringing any issues or problems to the attention of the Program Coordinator

Participating in an interview with the Program Coordinator to evaluate the Residency Program and to recommend any changes
Expectations for Mentors
July 17, 2014

One of the Seven Core Commitments of the New U as described by President Pershing includes a commitment to diversity and a desire to “Diversify the student body, faculty, and staff to reflect the rich racial, ethnic, gender, cultural diversity and sexual identities of our state and the nation.” As a result, the Marriott Library will offer a 2-year residency program to a librarian who has recently graduated from a Masters program and who is from a traditionally underrepresented group. The role of the Mentor is to work with the Resident to help the Resident translate their two-year experience to an outside audience.

The Mentor will be responsible for:
Ongoing communication, at least once a month, with the Resident regarding progress, sharing insights, reviewing assignments, providing constructive feedback and evaluation, and providing opportunities for problem solving and troubleshooting.

Arranging for tours, workshops, and introductions on campus. These should be especially focused on helping the Resident get connected on campus, especially to other diversity programs on campus and meeting other new hires.

Assisting the Resident with translating their experience to an outside focus, such as a presentation, poster, or publication.

Assisting the Resident with selection of a project(s) for the second year.

Assisting with wording for the Resident’s curriculum vitae regarding the Residency Program.

Providing editing assistance for the Resident’s curriculum vitae and cover letters, particularly with a description of the Residency Program.

Assisting the Resident in identifying career goals and aspirations and connecting them to the appropriate professional organizations.

Assisting the Resident with the job search in the second half of the second year.

Guiding the Resident through the recruitment and interviewing process.

Bringing any issues or problems to the attention of the Residency Program Coordinator.

Participating in an interview with the Program Coordinator to evaluate the Residency Program and to recommend any changes.
Diversity Resident Librarian Job Description

The J. Willard Marriott Library is seeking candidates for their Diversity Librarian Residency Program. The program is intended to increase faculty diversity at the Marriott Library and to encourage people from traditionally underrepresented groups to choose the University of Utah as a place to launch their careers in academic librarianship. This two-year residency will be the incumbent’s first professional library position; it will orient the Resident to academic librarianship through a broad range of activities designed to develop the knowledge and skills necessary to succeed in future library positions and contribute fully to the profession. This program is designed to meet the Resident’s professional goals and interests in conjunction with the library’s priorities.

The Resident will be supervised by the Diversity Residency Coordinator, who will provide oversight and consistency throughout the experience. During the first year, the Resident will rotate through the library’s four departments: Research and Learning Services, Special Collections, Information Technology Services, and Scholarly Resources and Collections. The Resident will have meaningful work assignments that contribute to each department’s success. Each rotation will build the Resident’s understanding of the library’s mission, role, and structure; the Resident’s practical skills in meeting stakeholder needs; and the Resident’s ability to adapt to new situations and work with many different groups. At the end of the first year, the Resident will have a solid grounding in the profession and a strong sense of how to integrate into a new organization.

The Coordinator will work with the Resident to develop a personalized professional development plan that includes service activities, committee assignments, conference attendance, and training opportunities at the library, campus, regional and national levels. The Resident will also benefit from mentoring relationships with faculty throughout the library. The Resident and Coordinator will jointly decide on additional projects for the second year, including placement in a library department that meets the Resident’s interests. The residency will culminate in a capstone project (such as a paper or presentation) designed to showcase the Resident’s competencies in an area of specialization.

The position requires a two year commitment to begin no later than July 2015.

Required qualifications include:

1. An MSI, MLIS, or MLS from an ALA-accredited institution by July 1, 2015.
2. Excellent oral and written communication and presentation skills.
3. Ability to manage multiple projects and responsibilities in a timely and efficient manner.
4. Ability to take initiative and work independently when appropriate.
5. Willingness to listen to and incorporate feedback from supervisors and colleagues.
6. Demonstrated interest in and understanding of the mission of academic libraries and a desire to contribute to the profession.

7. Demonstrated leadership skills and motivation to take advantage of opportunities across the library and campus community.

8. Knowledge of and interest in emerging trends in academic librarianship and ability to apply this knowledge to improve and advance library services.

9. Ability to work collaboratively with colleagues and community members from diverse backgrounds.

Job Responsibilities include:

1. Use of multiple technologies to advance library goals. Potential activities include the creation and maintenance of online teaching and learning tools, assessment, development and maintenance of print, multimedia and digital library collections, or maintenance and development of the library’s web presence and discovery tools.

2. Participation in the design and delivery of outreach and instruction programs to the university community.

3. Provision of high-quality in-person, phone, and online reference and basic technology support.

4. Participation in and contribution to library and university committees and initiatives and ability to communicate the results effectively to multiple library stakeholders.

5. Participation in multiple professional development activities, including the completion of a comprehensive capstone project, which will be designed based on Resident interests and library needs during the second year of the project.
Residency Program Coordinator

One of the Seven Core Commitments of the New U as described by President Pershing includes a commitment to diversity and a desire to “Diversify the student body, faculty, and staff to reflect the rich racial, ethnic, gender, cultural diversity and sexual identities of our state and the nation.” As a result, the Marriott Library will offer a 2-year residency program to a librarian who has recently graduated from a Masters program and who is from a traditionally underrepresented group. The role of the Residency Program Coordinator is to be the supervisor of record and to implement all components of the Residency Program before, during, and after the first year. The Residency Program Coordinator will receive a minimum of a one-year stipend of $3,000 with potential for renewal in the second year.

The Residency Program Coordinator will be responsible for:

• Preparing and submitting institutional paperwork for the resident.
  ○ Assisting the Residency Task Force with the development of the Resident job posting.
  ○ Posting the position with appropriate approvals by working with Jordan Waite.
  ○ Coordinating the onboarding of the Resident using the Marriott Library Onboarding Checklist.

• Scheduling all components of the Residency Program for the first year by working with each “Area Advisor” (point person) in Special Collections, Research & Learning Services, Scholarly Resources & Collections, and IT Services to:
  ○ Develop learning outcomes and deliverables for each library area named above.
  ○ Develop a timeline and work calendar for each library area.

• Meeting with the Area Advisor on a regular basis to hear how the work is progressing.

• Meeting with the Resident on a regular basis to hear how the work is progressing.

• Arranging for tours, workshops, or introductions at the state level based on the Resident’s interests. For example, a tour of digitization operations at BYU and USU or the renovated library at Utah Valley University.

• Arranging to get the Resident appointed to appropriate University committees such as the Senate Advisory Committee on Diversity, http://admin.utah.edu/academic_senate/sacd.

• Developing a process for obtaining proposals for 2nd year projects from the Marriott Library and preparing an easy method for the Resident to review these projects.

• Bringing any issues or problems to the attention of the Coordinator’s Associate Dean.

• Working with the Residency Task Force, create a web site to advertise the Marriott Library Residency Program.

• Staying abreast of current trends in the library profession regarding residency programs on both the state and national level. Participating in the ALA and ULA residency program events and committees.

• Scheduling and facilitating an evaluative interview with the Resident and each Area Advisor at the end of the first year.
• Using information gathered from the evaluative interviews, prepare a report describing the successes and areas for program improvement.

• Working with each Area Advisor and the Residency Task Force, adjust plans for the next Resident and adjust and post the Resident job description.

Required Qualifications
• At least 3 years experience as a librarian and currently employed in the Marriott Library
• Demonstrated organizational skills
• Demonstrated excellent negotiating, problem solving, and oral and written communication skills
• Ability to manage relationships effectively with multiple constituents

Preferred Qualifications
• Presenting and publishing history
• Connected to the campus community through service on committees or liaison work
• Connected to state and national library professional organizations

To Apply
Please submit the following to Jordan Waite (jordan.waite@utah.edu) by Monday, October 20: a one-page cover letter addressing why you are interested in and why you think you are a good fit for this position along with your resume.