

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Education and Engagement Librarian

POSITION DESCRIPTION

The Education and Engagement Librarian plays a key role in supporting learning and teaching at Maine Maritime Academy through the development, coordination, promotion, delivery, and assessment of information literacy instruction and research support services. This position is additionally responsible for outreach and liaison work, maintenance of the library's research guides and website, and for co-management of the library's service desk and circulation, course reserves, interlibrary loan and document delivery services.

The Education and Engagement Librarian will foster a positive, engaging, user-centered approach to services in their areas of responsibility, and must be able to work collaboratively with colleagues, students, faculty, and staff. Attention to detail, excellent verbal and written communication skills, professionalism, confidentiality, and a commitment to internal and external customer service are required. Advanced computer skills and familiarity with relevant library and instructional technologies are essential.

This is a full-time, 12-month professional staff position with benefits.

DUTIES

- Designs and delivers high-quality face-to-face and online information literacy instruction, research support, and reference services within a small academic library and works with faculty to strategically integrate library instruction at appropriate points in the Academy curriculum.
- Assesses and maintains statistics on information literacy instruction, reference, circulation, and ILL borrowing.
- Coordinates and promotes access to and evaluates usage of the library's electronic resources, in close cooperation with other library staff.
- Co-manages interlibrary loan and document delivery services; regularly assesses and works to improve processes in this area.
- Maintains the library's research guides (LibGuides) with input from faculty.
- Assists with maintaining and updating the library's website, in cooperation with other library staff, IT, and Communications.
- Contributes to the ongoing evolution of the library's resources, services and workflows in response to/anticipation of changing user needs, institutional goals, industry standards, and available technology.
- Leads library outreach and orientation efforts, including event planning and promotion, collaboration with other campus entities, and presentations to classes,

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departments, groups, or committees as needed; assists with management of the library's social media presence.

- Contributes to the development of policies, processes and procedures within areas of responsibility in keeping with best practices in the library field.
- Works cooperatively with library staff and Academy stakeholders to ensure that services and workflows evolve in response to and in anticipation of changing user needs, industry standards, available technology, and institutional priorities.
- Participates in departmental planning and assessment to support efforts such as accreditation, program review, annual reports, etc.; compiles and maintains regular statistics and reports related to areas of responsibility.
- Assists with collection development and management and with deselection initiatives.
- Provides regular training and as-needed guidance to student workers and library staff regarding procedures and information relevant to supporting users' research needs.
- Provides service desk coverage as scheduled and as needed.
- Assists with procurement and organization of course reserves.
- Provides support for the Academy Archives and assists Academy staff and patrons with archival research as needed.
- Serves on relevant Academy committees as appropriate.
- Represents the library at required meetings (including regular Minerva circulation meetings) and completes training in areas of responsibility as needed.
- Serves as the backup timesheet approver and coordinator for student worker scheduling and assists with training student workers; may assist with hiring and scheduling of student workers.
- May provide limited, short-term assistance with acquisitions and cataloging workflows as needed.
- May supervise student and/or regular Academy employees.

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

SKILLS

- Essential personal characteristics include initiative, accountability, creative problem-solving abilities, flexibility, and the ability to work cooperatively in an evolving environment.

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- Outstanding interpersonal and customer service skills, including a professional, positive, and approachable demeanor.
- Ability to successfully ascertain and support the diverse learning and research goals of Academy students, faculty and staff.
- Ability to work toward institutional and departmental strategic goals and to clearly communicate the library's efforts in support of these goals.
- Ability to work closely and congenially with all levels of Academy staff and faculty.
- Excellent oral and written communication skills.
- Ability to clearly and appropriately explain complex or highly technical concepts.
- Ability to work independently, prioritize among multiple competing projects, manage complex workflows, and sustain a high level of attention to detail.
- Interest in improving and modernizing services and workflows in areas of responsibility.
- Marketing, public relations, and/or graphic design skills preferred.

REQUIRED QUALIFICATIONS

- ALA-accredited Master's in Library Science or the equivalent (conferred by date of hire).
- Demonstrated commitment to providing outstanding library services, including exemplary external and internal customer service.
- Demonstrated knowledge of and experience with relevant library databases and resources.
- Excellent research skills and familiarity with a wide range of information resources.
- Familiarity with best practices, trends, and assessment strategies related to information literacy instruction.
- Demonstrated high level of comfort and proficiency with technology, including familiarity with relevant office, education, and library technology products (experience with Sierra ILS, LibApps, Canvas LMS, and/or OCLC products preferred).
- Excellent interpersonal and communication skills (oral and written).
- Demonstrated commitment to and/or clearly articulated philosophy on the role of library services in fostering student success.

PREFERRED QUALIFICATIONS

- Previous work experience in an academic library very strongly preferred.
- Experience teaching, preferably including developing, delivering, and assessing information literacy instruction.
- Demonstrated commitment to or enthusiasm for STEM-focused higher education.
- Experience with library marketing, outreach and/or advocacy strongly preferred.

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- Previous experience with open educational resources preferred.
- Academic background or research experience in any of the following areas preferred: marine, ocean, or environmental science, engineering, marine transportation, or international business and logistics.

PHYSICAL/ENVIRONMENTAL FACTORS

- Contacts include students, faculty, staff, alumni, library service vendors, consortial colleagues, and various external and internal constituencies.
- Will work occasional evenings and weekends to support department and Academy events.
- Frequent use of keyboard and computer screen.
- Occasionally lift and move up to 30-50 pounds.

Maine Maritime Academy Position Factor Evaluation			
	Job Title: Education and Engagement Librarian	Job Code: 20495	
	Wage Grade: 20	Total Points: 472	
	Factor	Degree	Points
1	Knowledge and Skill	7	252
2	Effort		
	A. Mental and Visual Effort	5	40
	B. Physical Effort	3	30
3	Responsibility for Cost Control	3	24
4	Responsibility for Others		
	A. Injury to Others	1	8
	B. Supervisory Responsibility	3	24
	C. Sensitive Information and Records	2	16
5	Working Conditions	3	30
6	Responsibility for External and Internal Relations	6	48
	Date of last reclassification: 2026-06		