Research Librarian, Learning & Web Technologies

Applications are invited for the appointment of a Research Librarian, Learning & Web Technologies in the Li Ka Shing Library, Singapore Management University.

We are seeking an enthusiastic, innovative and experienced professional to lead web-based initiatives for the Library, manage the Library's website and provide leadership in the Library's e-learning initiatives. As this is a dynamic and rapidly changing area of activity, in this role, the position holder will provide leadership and expertise in the use of technologies in teaching and learning, participate in planning and designing information literacy programs as well as delivering them.

The position holder is expected to keep abreast of emerging technologies and to work collaboratively with staff, students and faculty and SMU's Center for Teaching Excellence, and Integrated Information Technology Services. He/she is also expected to take part in various customer service delivery activities, such as information desk, training and liaison with various customer groups as a member of a team of professionals, involved in the development and delivery of innovative library services to researchers.

Minimum Requirements
1. Master's level degree in library and information science and/or instructional design and technology.
2. At least 5 years' experience in an academic library or research setting.
3. Creative and innovate with the ability to work with minimum supervision.
4. Interest in and understanding of learning technologies in general.
5. Knowledge and use of social media.
6. Knowledge of some web-authoring tools.
7. Ability to work in PC and Apple environments.
8. Demonstrated ability to develop and present information literacy programs.
9. Customer service orientation.
10. Ability to work in a growing team environment.
11. Excellent interpersonal and communication skills.
12. Ability to work positively, productively with diverse agencies in an environment of rapid change.
13. Ability to develop and maintain collaborative relations with faculty and staff.

Responsibilities
1. Lead the Library in e-learning initiatives.
2. Maintain and develop Library's website and all its interlinked applications.
3. Serve as liaison for the Library's website, e-learning initiatives and related projects within the university.
4. Identify and review innovative and new learning technologies for potential adoption by the library.

5. Build awareness of good academic conduct by providing advocacy and supports with bibliographic management software.
6. Conduct needs analysis and user feedback to design, develop and deliver learning related products and services for the SMU community.
7. Design, develop and deliver consultancy and teaching and learning programmes for students and faculty as part of Learning Services Team.
8. Provide reference and research services, as part of the Information Services Team.
9. Take ownership of selected databases and perform regular review, together with Information and Access Services (IAR) Team.
10. Work as part of the team that develops new programmes, services to SMU community.
11. Participate in professional library activities and keeps abreast of library, technology and educational issues.
12. Assist in planning and implementing a marketing program for the library.
13. Maintain and monitor Library's social media channels and explore possibilities for enhancements and expansions.
14. Write articles documenting best practices and case studies relating to work areas or domain knowledge.

How to Apply

Interested applicants, please email your resume with a covering letter to libjob@smu.edu.sg. The covering letter must state the applicants' responses to the selection criteria. Only short-listed candidates will be contacted.