



Online Learning and Instructional Design Librarian

The [Loyola • Notre Dame Library](#) seeks a dynamic, innovative, and experienced librarian to join our Research & Instruction Department. The Online Learning & Instructional Design Librarian will provide leadership and direct the creation, implementation, and assessment of online learning services and programs.

The successful candidate will communicate effectively and work collaboratively with other units in the library and on two campuses to build, position, and assess online tutorials and embed library materials into courses to support the information needs of a diverse population of undergraduates, graduates, and faculty at [Loyola University Maryland](#) and [Notre Dame of Maryland University](#).

Position Responsibilities:

- Create and implement a program of online instruction including the development and assessment of a broad range of teaching and learning objects including but not limited to web-based tutorials, instructional videos, research guides, and web sites.
- Proactively seek faculty partners to integrate information literacy instruction into academic programs.
- Provide library research instruction to on campus and off-site students incorporating active learning into both in-person and online experiences.
- Partner with departments at both campuses to integrate library materials and online instructional resources with course management software in support of the library's research, teaching and learning program.
- Investigate and implement enhancements to services for distance and graduate students.
- Provide general reference service (some evenings and weekends required).
- Act as a liaison to academic departments; performing collection development and outreach to faculty.
- Participate in other departmental and library-wide initiatives.

Required Qualifications:

- ALA-accredited Master's in Library/Information Science;
- Two or more years of instruction experience;
- Demonstrated knowledge of current trends and issues in online education;
- Demonstrated knowledge of online course management software;
- Demonstrated effective oral, written, and interpersonal communication skills;
- Demonstrated leadership skills;
- Ability to work creatively and effectively both individually and collaboratively;
- Ability to thrive in a changing work environment and demonstrated commitment to professional development.

Preferred Qualifications:

- Working knowledge of online learning theory;
- Working knowledge of tutorial software (Captivate, Camtasia);
- Coursework or degree in instructional technology design;
- Familiarity with course management software, tutorial editing, experience with video conferencing software;
- Working knowledge of open-source technologies, web design, or instructional design.

About the Library:

The [Loyola ▪ Notre Dame Library](#), located in a residential area of northern Baltimore City, serves two universities: Loyola University Maryland and Notre Dame of Maryland University. [Loyola University Maryland](#), a member of the Association of Jesuit Colleges and Universities, is recognized for excellence in teaching and learning while [Notre Dame of Maryland University](#) is a leader in the education of women and non-traditional students. The Library serves a total population of 7,448 FTE that includes 5,540 FTE at Loyola and 1,908 FTE at Notre Dame.

The Library offers an excellent benefit package that includes medical, access to dental, life, and disability insurance, as well as TIAA-CREF retirement. Successful candidates will be subject to a pre-employment background check.

The Loyola ▪ Notre Dame Library is an equal opportunity employer, and does not discriminate on the basis of race, color, national and ethnic origin, religion, sex, sexual orientation, disability, or age.

Application Procedures: Review of applications will begin immediately and the position will remain open until filled. Please submit electronically a resume, cover letter, and a list of three (3) work-related references with “**Online Learning and Instructional Design Librarian**” in the subject line to Lorena Dion, Administrative Operations Coordinator: ldion@loyola.edu