POSITION VACANCY ANNOUNCEMENT

POSITION: Innovative Media Facilitator (Library Associate 1)

DEPARTMENT: Marston Science Library

REPORTS TO: Associate Chair, Marston Science Library

SALARY: Minimum annual salary at $36,169; annual salary; Actual rate will reflect experience and credentials

REQUISITION #: 512455

DEADLINE DATE: October 21, 2019 - applications will be reviewed as received

JOB SUMMARY
The Marston Science Library Innovative Media Facilitator works in the areas of 3D services, emerging and makerspace technology services, and public services. The incumbent must possess knowledge of basic 3D concepts, including practical knowledge of 3D techniques that support student and faculty research. The position primarily manages the daily activities of Marston Science Library’s 3D and makerspace (MSL Makery) services and exercises a level of authority, independence and initiative to make operational decisions for the services. The Facilitator supports the library’s emerging technology services through the identification of tools, provision of instruction and participation in selected outreach activities. Additionally, this position provides excellent customer relations to library patrons through service on the Marston Service Desk, phone consultations, and over email. The Facilitator collaborates and communicates with units across the UF Libraries.

The library encourages staff participation in reaching management decisions and consequently the Innovative Media Facilitator will serve on various committees and teams. To support all students and faculty, and foster excellence in a diverse and collaborative society, the Libraries are actively seeking candidates who bring culturally-rich lived experiences to work with individuals of diverse backgrounds, experiences, races, ethnicities, genders, sexual orientation, and perspectives.

RESPONSIBILITIES
3D Services
- Manages the 3D queue at Marston Science Library through the development of workflows within the scope of established policies. Recommends policy changes to supervising librarian when appropriate.
- Supervises the 3D student assistants and volunteers (totaling 1 FTE) including hiring, scheduling, training, approving time, and monitoring internal communications to ensure seamless service between shifts, and tracking repair triage.
• Directs the flow and prioritization of orders in the 3D queue. This includes operating the printers when a student is not available and communication with instructors assigning coursework that require the 3D service.
• Diagnoses and troubleshoots malfunctioning 3D technology and performs or supervises repairs. Provides preventative maintenance as needed.
• Ensures that the Smathers Libraries’ 3D service has sufficient supplies and replacement parts by coordinating and placing orders for all library branches with 3D printers.
• Helps patrons with the 3D scanners available at Marston including training and troubleshooting issues.
• Updates 3D website and Libguides as needed.
• Collaborates with the librarians involved in this service to resolve any advanced issues.

Public service
• Provides regular circulation and reference service on the MSL service desk.
• Provides 3D reference when a student is not available or for complex requests via the MSL service desk, over email and phone, and during scheduled consultation hours.

Makerspace Services
• Supports Makery services and technology by troubleshooting, repairing, and performing preventative maintenance on equipment.
• Delivers instruction and tutorials related to technology supported by the library.
• Designs and updates internal documentation and staff training materials as needed.
• Assists with documentation and patron-oriented materials for loanable and emerging technology and works with Marston’s Access Services on deployment of technology.
• Helps to identify and recommend emerging technology for adoption by the library.

Other Duties
• Provide tours and introductions to 3D and Makery services to visiting groups and classes.
• Coordinates and participates in selected tech-related outreach to the local K-12 school and public library community.
• Serves on MSL and Library Committees as appropriate.
• Participates in workshops and classes to upgrade computer and other job-related skills.
• Other duties as assigned.

QUALIFICATIONS
Required:
Bachelor’s degree and two years of related library experience; or a Master’s degree and one year of related library experience; or any equivalent combination of experience, training and/or education.

Preferred:
• Knowledge of 3D technology and software
• Knowledge of common makerspace tools and software
• Demonstrated analytical skills
• Ability to lead teams and work collaboratively to accomplish goals
• Supervisory experience
• Strong verbal and written communication skills
• Flexibility, and ability to adapt and work in a rapidly changing academic environment
• Strong general computer skills
• Instruction experience
• Familiarity with content management systems
• Understanding of library management systems and records

The Foundation for The Gator Nation
An Equal Opportunity Institution
Knowledge of science and general reference sources
Commitment to contributing to a respectful and caring community for all, including individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives.

THE UNIVERSITY OF FLORIDA
The University of Florida (UF) is a major, public, comprehensive, land-grant, research university. The state’s oldest and most comprehensive university, UF is among the nation’s most academically diverse public universities and won the 2018 Senator Paul Simon Award for Comprehensive Internationalization. UF was ranked 9th among public universities in Forbes’ “America’s Best Employers 2015” and 8th among “Top Public Schools” in U.S. News and World in 2018. UF has a long history of established programs in international education, research and service. In 2013 the Florida Legislature designated UF as the state’s preeminent institution which grew into an opportunity to achieve national and international recognition for the University’s work in serving students and the world. It is one of only 17 public, land-grant universities that belong to the Association of American Universities. UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 50,000 students. For more information, please consult the UF homepage at http://www.ufl.edu.

UNIVERSITY OF FLORIDA LIBRARIES
The libraries at the University of Florida form the largest information resource system in the state of Florida with seven libraries and three off-campus facilities. The George A. Smathers Libraries are comprised of six of the campus libraries, and all of the off-site facilities. The only library outside of this system is Lawton Chiles Legal Information Center at the Levin College of Law. The libraries hold over 6 million print volumes, 8.1 microfilms, 1.5 million e-books, 145,000 full-text electronic journals, over 1000 electronic databases, 1.3 million documents and 1.4 million maps and images. The libraries maintain partnerships and engages in a variety of collaborative, international projects while engaging with the UF community.

The UF Libraries have built a number of nationally significant research collections, including the Latin American, Judaica, Florida History, Children’s Literature, and Maps and Imagery collections. We are a member of the Association of Research Libraries (ARL) and other regional library consortia. The library staff consists of more than 300 FTE librarians, technical/clerical staff and student assistants.

The George A. Smathers Libraries are strong advocates for inclusion and intellectual freedom. The Libraries’ commitment to both is articulated in the Inclusion Statement and Intellectual Freedom Statement, both of which are posted at http://cms.uflib.ufl.edu/InclusionAndIntellectualFreedom.

MARSTON SCIENCE LIBRARY
The Marston Science Library (MSL), named for Robert Q. Marston, the seventh president of the University of Florida, houses collections in agriculture, life sciences, engineering, physical sciences, mathematics and earth sciences. MSL boasts an energetic and diverse team of 12 library faculty and 11 staff that support a highly collaborative environment offering an array of services, including 3-D printing and scanning, GIS, and data management support. The library’s various study spaces can accommodate over 2,000 students and includes labs designed to provide learners the opportunity to create virtual reality applications, analyze large research datasets, or develop collaborative projects.

COMMUNITY
Gainesville, Florida and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. The city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers, with many paved and unpaved trails for recreation and is situated just over an hour from the Gulf of Mexico and the Atlantic Ocean. Gainesville is known as an award-winning and innovative city friendly to both professionals and families. The Guide to Greater Gainesville combines award winning photography and compelling articles that capture all of the reasons for calling Gainesville
your next home. The area has numerous cultural institutions and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two-hour drive. Gainesville is an affordable city and area to live in – using a cost of living calculator you can compare cities across the United States. See how affordable Gainesville really is!

**BENEFITS**

Vacation days, paid holidays, and sick leave days; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax. Prospective employees should review the information about employment and benefits at UF available at [http://hr.ufl.edu/benefits/](http://hr.ufl.edu/benefits/). UF offers a comprehensive new online benefits tool called **ALEX** to help employees and prospective employees review benefit choices at UF.

**APPLICATION PROCESS**

To apply, submit

- a cover letter detailing your interest in and qualifications for this position
- your current resume or CV
- a list of three references including their contact information (telephone number and email address)

Apply by October 21, 2019 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at **Requisition 512455**. Failure to submit the required documents may result in the application not being considered. If you have any questions or concerns about this process please contact Tina Marie Litchfield, George A. Smathers Libraries Human Resources Office, at tlitchfield@uflib.ufl.edu.

**AFFIRMATIVE ACTION/EEO**

The University of Florida is an Affirmative Action, Equal Opportunity Employer and encourages applications from women and minority group members. We are dedicated to the goal of building a culturally diverse and pluralistic environment; we strongly encourage applications from women, members of underrepresented groups, individuals with disabilities, and veterans. As part of the application process, applicants are invited to complete an on-line confidential and voluntary demographic self-disclosure form which can be found at: [http://hr.ufl.edu/data-card/](http://hr.ufl.edu/data-card/). This information is collected by the University of Florida's Office of Human Resources to track applicant trends and is in no way considered by the Smathers Libraries in the selection process.