



## Simmons Library Fellowship: Digital & Information Literacy

### Job Description:

Under the direction of the Assessment & Digital Technologies Librarian, the Digital & Information Literacy Fellow will play a critical role in supporting core departmental functions and supporting the work of the Simmons University Center for Information Literacy in combating mis- and dis-information. The Library Fellow will participate in the delivery of research and instruction services; engage in assessment of library impact; enhance curricular development through the creation and delivery of tools, services, and practices which directly and indirectly support student learning and academic excellence; undertake outreach activities to the Simmons community and for the Center for Information Literacy; and participate in library-wide projects.

The Fellowship is designed to give candidates the experience and background needed to move into a professional role upon completion. The Fellow will learn the practical aspects of information service delivery, library assessment, and community engagement. The Fellowship will culminate in a capstone project, the topic and format to be chosen by the Digital & Information Literacy Fellow in consultation with the Assessment & Digital Technologies Librarian.

As part of the University Library's ongoing commitment to celebrating the humanity, dignity, lived experiences, and contributions of the entire Simmons scholarly and professional community, the Fellow actively incorporates principles of antiracism and diversity, equity, inclusion, and belonging into their teaching, service, and support of students.

### Key work activities:

- Deliver high quality information services on behalf of the Library and Center for Information Literacy to students, faculty, staff, alumnae/i, and guests of the University.
  - Provide timely and dynamic reference service and user support, in person and via email, online chat, and telephone
  - Create learning materials and objects for use in information literacy programming
  - Participate in the development and delivery of research appointments and library instruction sessions
  - Work with the director of the Center for Information Literacy supporting its research needs, curriculum development, event planning, and program delivery
- Participate in library assessment activities.
  - Learn about the purpose and uses of library assessment
  - Assist with data collection through surveys, observation, and other data collection methods
  - Contribute to the dissemination of assessment data across library departments and in data dashboards
- Participate in exploration, development, and deployment of digital technologies

- Assist in researching emerging technologies and their use for teaching and learning
  - Create and maintain asynchronous research tools such as LibGuides, resource- or skill-centered tutorials, and instructional videos, with particular attention paid to ensuring the accessibility of content to all students
  - Assist in the implementation of digital tools and services across library departments
- Reflect on learning, work, and goals.
    - Participate in one-on-one and group mentorship to support learning and develop goals
    - Document new skills and practices learned throughout the Fellows program to inform ongoing mentorship, and to prepare for the transition to a professional position
    - Keep track of questions, knowledge gaps, and curiosities to explore at work and in coursework (encouraged but not required)