TO: LITA Board of Directors

TOPIC: APPROVAL FOR LITA EDUCATIONAL PROGRAMMING ACQUISITIONS EDITOR JOB DESCRIPTION

ACTION / INFORMATION / REPORT: ACTION / INFORMATION / REPORT (pick one)

SUBMITTED BY: SEARCH COMMITTEE: Kyle Denlinger; Abigail Goben; Catelynne Sahadath

DATE: OCTOBER 2, 2017

SUMMARY
The search committee for the LITA Educational Programming Acquisitions Editor requests Board approval of the new position’s description.

BACKGROUND
In August 2017, LITA President Andromeda Yelton formed an ad-hoc hiring committee to manage a search for an Educational Programming Acquisitions Editor, a new position. The committee has finalized the job description and is now ready to advertise the position. Pending approval of the job description, the committee’s next steps are to advertise the position on the web and social media (with CAM support).

Areas of note:

- We are proposing that this position turn over at Midwinter.

- This position should include collaboration with the LITA Publications Acquisition Editor. This needs to be a two-way street between Education and Publication. This may require some conversation with the Publications Acquisitions Editor to ensure responsibilities and communication expectations are clear. It is not intended that the Education Editor will serve solely as an idea generator for Publications.

ACTION REQUESTED
The committee moves that the Board approve the attached position description.
LITA Educational Programming Acquisitions Editor

Position Description

LITA has recognized the need for an Educational Programming Acquisitions Editor. The Education Editor is charged with developing and expanding topics for LITA educational programming. In collaboration with the LITA Education Committee and LITA Office, the Editor’s purview will initially encompass webinars and online courses. Their responsibilities will include soliciting suggestions for engaging presenters on areas of educational need and interest among the LITA community; coordinating with presenters in preliminary content development, and coordinating the review of proposals by members of the LITA Education Committee. The position comes with a $1,500 annual stipend.

The Editor holds a 3-year appointment with an option for renewal for a maximum of 2 times through this same full selection process. Appointments are effective at the end of the ALA Midwinter Meeting.

Responsibilities:

- Actively seeks out and works with potential educational presenters to develop LITA educational programming.
- Works with the Chair of the Education Committee to:
  - Identify topics of interest and education strategy for the year
  - Coordinate editorial review among committee members, including development of proposals
  - Facilitate hand-off of potential presenters to Chair for assignment of program guides for accepted programming
  - Determination of deadlines for the editorial review process.
- Stays up-to-date with current and emerging library and information technologies and educational needs to garner ideas for topical programming.
- Evaluates new presentation technologies and learning platforms with a goal of maximizing exposure and distribution of time-sensitive content, and works with the Education Committee and Program Planning Committee to develop an integrated suite of online and in-person programming.
- Collaborates with the LITA Publications Acquisition Editor to facilitate handoff between Education and Publication and identify appropriate potential targets and timing.
Required:

- A background in library-themed education that demonstrates excellent writing and presentation skills.
- A broad knowledge of current and emerging information and library technologies.
- Excellent collaboration and communication skills
- Strong project management and organizational abilities
- Must be able to attend the scheduled virtual meetings of the LITA Education Committee. In-person or virtual attendance at the meetings held at ALA Midwinter Meeting and ALA Annual Conference is not required, but is encouraged.
- Be a member of LITA.

Compensation

This position comes with a $1,500 annual stipend, paid in biannual installments of $750.

How to Apply

To apply, please prepare the following materials. Applications must be submitted electronically as a single PDF document that includes:

1. A statement that addresses the following questions:
   - What interests you about holding the LITA Education Acquisitions Editor role?
   - What are current challenges and opportunities do you currently see in providing online education about technology to librarians?
   - Describe your experience with working with people and teams across distances and what you have learned from that experience that would be helpful in this situation.

2. Your resume.

The single PDF application must be submitted via email by 5pm EST (New York/Toronto) on Friday, December 15, 2017, to litaacqeditor@gmail.com. Selected applicants will complete a phone interview with the search committee and the LITA Office. All applicants will be notified by January 31, 2018.

Search Committee:
Abigail Goben; Associate Professor, University of Illinois at Chicago; LITA Education Chair 2014-2016
Kyle Denlinger, eLearning Librarian, Wake Forest University; LITA Education member 2015-2017; LITA Emerging Leader 2014
Catie Sahadath, Social Sciences Data Librarian, University of Ottawa; LITA Emerging Leader 2017