# RWWL_col_horztagline

**POSITION ANNOUNCEMENT**

**JOB Title: Department Head, Content & Collection Management**

**DEPARTMENT: Content & Collection Management**

[**www.auctr.edu**](http://www.auctr.edu)

**The Atlanta University Center - Robert W. Woodruff Library (AUC-RWWL)** supports the teaching and learning missions of four institutions of higher learning that comprise the world’s largest consortium of HBCUs—Clark Atlanta University, the Interdenominational Theological Center, Morehouse College, and Spelman College.  Conveniently located and easily accessible to the campuses, the Woodruff Library is the center of the intellectual and social life at the Atlanta University Center.

The Woodruff Library’s impressiveness is not limited to its physical environment. Our employees work to ensure that the Woodruff Library is an efficient and effective learning environment. Librarians offer engaging information literacy and instruction programs, working closely with faculty to develop expansive and relevant print and electronic collections. The library provides strategic support to our member institutions with focus on instruction, preservation, programming, support of curriculum and access to resources. Electronic resources are accessible via the Library's 230 public workstations and remotely through our website, [www.auctr.edu](http://www.auctr.edu/).  The Archives Research Center is a noted archive with more than 7000 linear feet of special collections. In addition, at the request of Morehouse College, the Library has served as custodian of the Morehouse College Martin Luther King Jr. Collection since September 2006. As such, the Library houses and oversees the security, conservation, preservation and access of the collection for scholarly research.

**SUMMARY:**

**The AUC Woodruff Library’s** “2010-2015 Strategic Plan: Building a 21st Century Learning Community – Advancing the Academic Village,” places emphasis on five priority areas: greater integration and partnership with our member institutions; strategic communications and marketing; quality learning and instruction; innovative learning technology; and increased resource development.

To meet its strategic goals, the library is re-engineering its functional units. Tools and resources are being employed to enhance learning experiences, pedagogical methods and curriculum. As part of this strategic implementation process, the Access and Technology Services Department has been restructured and refocused to include digital services initiatives. The newly structured unit, Content and Collection Management Department (C&CMD), will provide expertise to digital services, and resource acquisition and management.

The **RWWL-AUC** seeks an experienced, innovative and energetic leader to head its newly refocused Content and Collection Management department. The Department Head of Content & Collection Management provides strategic and operational planning, leadership and management of all activities relating to acquisitions/cataloging, digital services, and interlibrary loan. S/he is responsible for managing the library's acquisitions budget and approval plan. The Head of Content & Collection Management works collaboratively with department heads and the Office of Computing and Information Technology to effect user-oriented solutions related to unit services, systems and software. S/he works collaboratively with subject liaisons on collection assessment and development. This position reports to the Deputy Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Provides oversight for acquisitions/cataloging, serials and electronic resource management, interlibrary loan and document delivery, and digital services
* Manages electronic resource licensing
* Manages the library acquisitions budget and approval plan
* Coordinates collection development and assessment activities
* Interacts with subject liaisons and faculty about content and collection management
* Hires, trains, coaches, and evaluates staff
* Assesses, designs and/or adjusts, and departmental workflows
* Develops and implements policies and procedures for department
* Works collaboratively with department heads and the Office of Computing and Information Technology to effect user-oriented solutions related to unit services, systems and software
* Participates in library-wide initiatives through committees and task forces
* Participates in grant development and implementation
* Participates in the development, implementation, and assessment of library services, policies, procedures, and publications
* May participate in the provision of reference, research assistance, and instruction on a rotational basis

**QUALIFICATIONS:**

* Progressively responsible supervisory experience in technical services in an academic library
* Demonstrated experience with emerging technologies, trends, standards and practices in academic library technical services environments
* Experience with electronic resource licensing principles and practices
* Knowledge of MARC and non-MARC metadata standards such as Dublin Core, EAD, or METS
* Familiarity with digital technologies and metadata standards
* Experience with Ex Libris Voyager system preferred

**EDUCATION / EXPERIENCE:**

* ALA-accredited MLS
* Minimum of three years experience in at least one of the following areas: acquisitions/cataloging, collection development, or serials and/or electronic resource management in an academic library
* Supervisory experience
* Project management experience
* Evidence of scholarship and/or professional activity
* Excellent interpersonal, oral and written communication skills
* Excellent organizational and analytical skills

**SALARY & BENEFITS:**

Salary commensurate with experience; benefits include medical, dental, vision, life, company paid disability plans, company match retirement plan (TIAA-CREF).

**APPLICATION PROCEDURE:**

Interested applicants should submit a letter of application and resume online to the Human Resources Department at [careers@auctr.edu](mailto:careers@woodruff.edu).  Please include three professional references and salary requirements.  **Application review begins April 2012 and will continue until position is filled.**

The Robert W. Woodruff Library is an Equal Opportunity Employer. To learn more about our Library visit us online at [www.auctr.edu](http://www.auctr.edu/).