Please find below the following job postings:

* **International Studies Librarian** — University of Iowa
* **Cataloging and Metadata Librarian** — University of California, Irvine
* **Special Collections Cataloging Librarian** — Penn State University
* **Dean, University Library** — San Jose State University
* **Science Librarian** — San Jose State University
* **Assistant Chief Librarian** — New York Public Library
* **Research Librarian** — Harvard University Radcliffe Institute
* **Web Services Librarian** — Stony Brook University
* **Associate Director, Collections and Technical Services Division** — Iowa State University
* **Government Publications and Regional Depository Librarian** — University of Minnesota
* **Department Head, Office of Digital Innovation and Stewardship** — University of Arizona
* **Head, Design and Discovery** — University of Michigan
* **Social Sciences and User Experience Librarian** — Washington University in St. Louis

| **Institution/Title** | **Job Posting and Details** | **Link/Contact** |
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| **University of Iowa**International Studies Librarian (African, Middle Eastern, and/or South Asian Studies); Research and Library Instruction | The University of Iowa Libraries seeks an experienced, self-motivated, and forward-thinking professional for an International Studies Librarian position. Reporting to the Head of Research & Library Instruction (RLI), the International Studies Librarian serves as the subject liaison for African, Middle Eastern, and/or South Asian studies and supports the research, teaching, and learning of faculty and students in African Studies, Middle Eastern & Islamic Studies, and/or South Asian Studies. The final assignment of subject areas will depend on the strengths of the successful candidate. Under the direction of the Head, Research and Library Instruction Department (RLI), the International Studies Librarian will assume direct responsibility for collection development, reference and research consultations, and instruction for a diverse community of faculty and students.Salary: Specialist Librarian $47,000–$60,000; Expert Librarian $55,000-$76,000. Start date is negotiable. Appointment will be made at the Specialist (II) or Expert (III) Librarian level, depending on experience and qualifications of successful candidate. Two or more years of professional experience is required for appointment at the Specialist Librarian level; 4 or more years for the Expert Librarian level. | See <http://www.lib.uiowa.edu/employment/>for more details about the position and how to apply.The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran. |
| **University of California, Irvine**Cataloging and Metadata Librarian**University of California, Irvine**Cataloging and Metadata Librarian(cont.)**University of California, Irvine**Cataloging and Metadata Librarian(cont.)**University of California, Irvine**Cataloging and Metadata Librarian(cont.) | The University of California, Irvine Libraries invites applications for the position of Cataloging and Metadata Librarian. This position will provide leadership and expertise in cataloging and metadata creation in all formats and languages. We are seeking a knowledgeable, energetic, and enthusiastic librarian eager to join the Libraries as we increase participation in non-MARC metadata creation for digital collections.Qualified candidates from diverse backgrounds and life experiences are encouraged to apply. The UCI Libraries is committed to recruiting a diverse workforce and advancing UCI’s Commitment to Inclusive Excellence. **Responsibilities**Reporting to the Head of the Cataloging & Metadata Services Department,the Cataloging and Metadata Librarian manages the Monographs and Special Formats Cataloging Unit and supervises the unit’s staff which consists of 5 catalogers. The incumbent is responsible for training departmental staff and serves as an expert resource person regarding cataloging and metadata within the Department and throughout the Libraries. The incumbent also serves as the UCI Libraries’ NACO coordinator and will take a lead in our future participation in the Program for Cooperative Cataloging. The Cataloging and Metadata Librarian is responsible for original and complex contributed cataloging in a variety of Western European languages and in all bibliographic and physical formats, including monographs, audiovisual materials, and electronic resources, applying national standards using MARC 21, RDA, LC PCC PSs, AACR2, and the Library of Congress classification system and subject headings. The incumbent performs name, series, and subject authority work, and contributes or revises name authority records in the national authority files.  The Cataloging and Metadata Librarian maintains awareness of and engagement with national and international trends and developments in cataloging and metadata standards, bibliographic and authority control, and knowledge management. As a member of the Libraries’ Cataloging Policy Committee, the Cataloging and Metadata Librarian participates in developing local cataloging policies and procedures, and in local implementation of changes in national standards, rules and best practices for cataloging. The incumbent participates in library committees, task forces, and special projects and is involved in University of California (UC) system-wide initiatives and projects related to cataloging and metadata. **Qualifications****Required:*** Graduate degree in library science from an ALA accredited institution or equivalent combination of education and experience.
* Minimum of five years of recent cataloging experience.
* Experience cataloging a variety of bibliographic and physical formats.
* Minimum of one year supervisory experience.
* Significant knowledge of and ability to apply the following cataloging tools: Resource Description and Access (RDA), the Anglo-American Cataloguing Rules (AACR2r), Library of Congress Subject Headings (LCSH) and Library of Congress classification (LCC), and MARC21 formats for bibliographic and authority data.
* Experience cataloging materials through a cataloging utility such as OCLC, in an integrated library system environment.
* Experience performing name, series, and subject authority work.
* Ability to supervise, lead, and work in a team environment.
* Ability to make decisions independently within the framework of departmental and library policies and goals.
* Ability to respond effectively to changing needs and priorities showing initiative and flexibility.
* Working knowledge of one or more Western European languages.
* Ability to train staff and prepare effective training materials and other documentation.
* Excellent oral and written communication skills.
* Excellent interpersonal skills.
	+ Ability to work creatively, collaboratively, and effectively and to promote teamwork, diversity, equality, and inclusiveness within UCI Libraries and the campus.
	+ Ability to meet the University of California criteria for advancement and promotion in the Librarian Series.

**Preferred:*** Experience with a national cooperative cataloging program such as PCC (NACO, BIBCO, CONSER or SACO).
* Experience with special collections cataloging.
* Experience cataloging audio-visual formats.
* Experience with CJK cataloging.
* Experience cataloging in an academic or research library.
* Knowledge of MeSH medical subject headings and NLM classification.
* Experience with non-MARC metadata schemes.
* Experience working with digital libraries or institutional repositories.
* Working knowledge of German or French.
* Three or more years of supervisory experience.

**The Cataloging & Metadata Services Department**One of four departments in the Research Resources Division, the Cataloging & Metadata Services Department is responsible for cataloging and maintaining access to the Libraries collections in all formats, subjects, and languages. Including the Department Head, the department consists of 4 librarians, 13 library assistants, and a varying number of student assistants. There are three units within the department:Catalog Maintenance and Physical Processing & Repair UnitMonographs and Special Formats Cataloging UnitElectronic Resources, Serials, and GPO Cataloging UnitThe Department uses OCLC for cataloging and Innovative Interfaces Inc. Millennium as the Libraries' ILS. **The UCI Libraries**The UCI Libraries are committed to innovation and excellence and are in a major period of change. The Libraries consist of the Langson Library, the Ayala Science Library, the Library Gateway Study Center, and the Grunigen Medical Library. These buildings contain over 3,300 public seats for study and research and provide more than 600 public access computers. The UCI Libraries have a staff of approximately 140 FTE plus approximately 30 student assistant FTE. The library collection consists of over 3.4 million volumes and over 137,000 journals and serial titles and an aggressively expanding electronic resources collection. The UCI Libraries are a member of the: Association of Research Libraries (ARL), California Digital Library (CDL), HathiTrust Digital Library, Center for Research Libraries (CRL), Coalition of Networked Information (CNI), Digital Library Federation (DLF), Council on Library and Information Resources (CLIR), Scholarly Publishing & Academic Resources Coalition (SPARC), Pacific Rim Digital Library Alliance (PRDLA), and International Federation of Library Associations and Institutions (IFLA). **University of California, Irvine**The University of California, Irvine is nestled in over 1,500 acres of coastal foothills, five miles from the Pacific Ocean, between San Diego and Los Angeles. Founded in 1965, UCI has a diverse student body consisting of more than 28,000 undergraduate and graduate students. Among the most dynamic campuses in the University of California system, UCI employs over 1,100 faculty and 9,400 staff. Consistently ranked among the nation’s best universities, UCI is noted for its top-rated research and graduate programs, extensive commitment to undergraduate education, and growing number of professional schools and programs of academic and social significance.  Librarians at the University of California Irvine are academic appointees and receive potential career status at the time of their initial appointment. Librarians periodically receive administrative and peer review for merit increases based on the following criteria: 1) professional competence and quality of service within the Library; 2) professional activity outside the Library; 3) university and public service; and 4) research and other creative activity. **Salary & Benefits:** Salary commensurate with qualifications and experience based on the University of California pay scales. Appointment will be at the Assistant Librarian, Associate Librarian, or Librarian rank with a salary of $50,334 – $85,933 plus an annual administrative stipend. Librarians are entitled to two days per month of annual leave, thirteen paid holidays, and one day per month sick leave. The University has an excellent retirement system and offers a variety of group health, life, and disability insurance plans. Benefits are equal to approximately 40% of salary. | **Deadline for Applications:** Applications received by February 15, 2016 will receive first consideration, but applications will continue to be accepted until the position is filled. **To Apply:** Qualified applicants who wish to be considered for this position should submit the information requested: cover letter; complete résumé; a statement that addresses past and/or potential contributions to diversity, equity, and inclusion; and a list of three references (names and contact information only) via UCI AP Recruit at: <https://recruit.ap.uci.edu/apply/JPF03267> Upon application, candidates should be in possession of proof of their legal right to employment in the U.S. In compliance with the Immigration Reform and Control Act of 1986, verification of legal right to work will be required between the time of final selection and hiring, and is absolutely essential in ultimately being hired. This position description is listed on the UCI Libraries’ website at <http://www.lib.uci.edu/job-openings-uc-irvine-libraries> with links to additional websites featuring campus and community information.The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the UC nondiscrimination policy. |
| **Penn State University**Special Collections Cataloging Librarian, Cataloging & Metadata Services**Penn State University**Special Collections Cataloging Librarian, Cataloging & Metadata Services(cont.)**Penn State University**Special Collections Cataloging Librarian, Cataloging & Metadata Services(cont.) | The Pennsylvania State University Libraries seeks applications for the position of Special Collections Cataloging Librarian. This position will have responsibility for cataloging rare and unique materials in all formats and subjects and for providing metadata support for digital projects. The person appointed to this tenure track faculty position will report to the Head of Cataloging and Metadata Services and serve as a member of the Special Collections Cataloging Team. The position works closely with curators and staff in the Eberly Family Special Collections Library to set priorities and to create efficient workflows. The Cataloging and Metadata Services Department participates in all the initiatives of the Library of Congress Program for Cooperative Cataloging (PCC)—BIBCO, NACO, SACO, and CONSER—in the OCLC Enhance Program, and the Library of Congress’s ECIP program. The faculty in the department have been engaged in standards development at the national level and have been active members of appropriate professional organizations. Currently the department consists of thirty people and is responsible for cataloging materials for most of Penn State’s campuses and branch libraries. The Special Collections Cataloging Team plays a key role in supporting the Library’s number one programmatic goal in the library’s Strategic Plan: to describe and digitize our distinctive and unique collections. The Special Collections Library consists of over 225,000 rare book volumes, with strengths in English and American literature; art and architectural history; emblem books; the history of photography; works of Joseph Priestley; African-Americana and the African Diaspora; art education; utopian literature; and German literature in English translation. Literary manuscript collections include the papers of John O’Hara, Chip Kidd, and Kenneth Burke. Historical collections and labor archives document Pennsylvania social, political, and economic history with special emphasis devoted to labor, business, and the evolution of nineteenth and twentieth century industrial society. The University Archives contains documents from the University’s 160+ year history and coordinates the University’s Records Management Program (paper and electronic).**Position Responsibilities:*** Performs original cataloging and classification of monographs in all formats located in Special Collections using Resource Description & Access (RDA) and the Descriptive Cataloging of Rare Materials (DCRM) suite. Catalogs archival collections according to Describing Archives: A Content Standard (DACS) in consultation with collection managers generating finding aids.
* Coordinates cataloging efforts of newly acquired rare books, graphic materials, and single item manuscripts, as well as distinctive materials from our existing hidden collections, with the Special Collections Cataloging Team
* Serves as liaison with curators and staff in the Eberly Family Special Collections Library to set priorities and to create efficient workflows for cataloging rare and unique materials, and for supplying metadata for digital projects and exhibitions.
* Monitors national discussions related to description and access for special collections materials, including metadata practices for manuscripts in digital scholarship; serves as a resource for the Special Collections Cataloging Team.
* Contributes headings to the national authority file through NACO; participate in BIBCO by contributing full level PCC records to OCLC.
* Provides metadata support for Special Collections materials for inclusion in aggregate cultural heritage object collections, including the Digital Public Library of America.

**Preferred Qualifications:*** MLS from an ALA-accredited program (or equivalent)
* 3-5 years of original and complex copy cataloging experience within a bibliographic utility including substantial rare book cataloging or archival description
* Knowledge of appropriate cataloging standards, including RDA, the DCRM suite, and/or relevant archival descriptive standards such as DACS
* Familiarity with authority work and the programs of the PCC
* Familiarity with digital metadata schemas including Dublin Core, MODS, or equivalent standards
* Bibliographic knowledge of a foreign language; familiarity with deciphering handwriting and working with manuscripts especially desired
* Excellent oral and written communication skills; ability to work cooperatively
* Capacity for leadership within the profession; ability to achieve tenure or to be appointed with tenure
* Must be flexible and work well in a team environment

**Environment:** Penn State, a land-grant institution, is a member of the Committee on Institutional Cooperation (CIC), a consortium of the Big Ten universities plus the University of Chicago. Based on current Association for Research Libraries investment rankings, The Pennsylvania State University Libraries are ranked among the top ten research libraries in North America. A student survey completed in 2014 found overall student satisfaction with the University Libraries to be at the top of its category. The University Libraries hold membership in ARL, CRL, CLIR, and DLF. Collections exceed 5.8 million volumes and include more than 102,000 current serial subscriptions. The University Libraries are located at University Park and 22 other locations throughout Pennsylvania, and they serve approximately 6,000 faculty and 44,000 students at University Park, and more than 92,000 students system-wide.The University Park campus is set in State College, a university town located in central Pennsylvania. State College offers a vibrant community with outstanding recreational facilities, a low crime rate, and excellent public schools. The campus is within a half-day drive to Washington D.C., Baltimore, Philadelphia, New York City, or Pittsburgh. The University Park Airport is served by three major carriers with flights to Washington, Philadelphia, and Detroit. For more information, please visit <http://www.libraries.psu.edu> and <http://www.cbicc.org> **Compensation and Benefits:** Salary and rank are dependent upon qualifications. Fringe benefits include liberal vacation, excellent insurance and health care coverage, State or TIAA-CREF retirement options, and educational privileges. In addition, faculty in the University Libraries are afforded funds for professional development travel annually. Faculty may be asked to travel as official representatives of the Libraries to certain events and those trips are reimbursed at full cost within limits established by the University. | Applications and all supporting materials must be submitted online. To apply, please visit <https://www.libraries.psu.edu/about/jobs/special-collections-cataloging-librarian>. To be considered for the position, interested candidates should upload a letter of application, resume or C.V., and the names and contact information of three professional references (including email addresses). Review of applications will begin February 8, 2016 and continue until position is filled. Questions may be addressed to Lindsey Harter, Faculty Search Coordinator, at lap225@psu.edu. Employment will require successful completion of background check(s) in accordance with University policies. Penn State is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to minorities, women, veterans, disabled individuals, and other protected groups.**CAMPUS SECURITY CRIME STATISTICS:** For more about safety at Penn State, and to review the Annual Security Report which contains information about crime statistics and other safety and security matters, please go to www.police.psu.edu/clery/, which will also provide you with detail on how to request a hard copy of the Annual Security Report. |
| **San Jose State University**Dean, University Library | The Dean of the University Library reports directly to the Provost and serves as the senior administrator of the University Library. As such, the successful candidate will be the principal champion for innovative vision, leadership, and strategic direction for the Library and its services to both faculty and students. The Dean will be responsible for strategic planning, assessment of collections and services, recruitment of Library faculty and staff, budgeting, facilities management, and Library relations. In addition, the Dean will be expected to be an active participant in raising funds and developing resources for the Library as well as building and strengthening relationships with the diverse community around San José in partnership with San José Public Library. | View the full [position profile](http://www.sjsu.edu/provost/academic_affairs/committees/library/SJSU_Dean_Library_Profile.pdf) and search committee page for additional information.[Apply online here](http://www.rhperry.com/current_searches/application/san_jose_state_university20).For full consideration, applications are due by February 1, 2016. |
| **San Jose State University**Science Librarian, Tenure Track | The Dr. Martin Luther King, Jr. Library at San Jose State University seeks an innovative and creative student-centered librarian to provide leadership in the area of Science librarianship. The Science librarian will collaborate with faculty, library staff, and campus staff, and will develop services and support for instruction and research.Job ID 23534 | This position is open until filled. Start time us negotiable. To apply go to: <http://apptrkr.com/716852> |
| **New York Public Library**Assistant Chief Librarian, Jean Blackwell Hutson Research and Reference Division**New York Public Library**Assistant Chief Librarian, Jean Blackwell Hutson Research and Reference Division(cont.)**New York Public Library**Assistant Chief Librarian, Jean Blackwell Hutson Research and Reference Division(cont.) | **Overview:**The Schomburg Center for Research in Black Culture is one of the research units of The New York Public Library. Recognized as the world’s leading repository devoted to collecting, preserving and interpreting materials on the global black experience. The Jean Blackwell Hutson Research and Reference Division of the Schomburg Center and provides access to books, serials, and microforms containing information by and about people of African descent throughout the world, concentrating on the humanities, social sciences, and the arts. The division's holdings cover disciplines within the arts, humanities, and social sciences as well as the presence and role of people of African descent in the natural and pure sciences. Works on the history of Harlem and Blacks in New York and the Northeast region; texts on Harlem and Blacks in the performing and visual arts; and African, Caribbean and African American literature holdings are particularly strong. Additionally, the division maintains a strong retrospective and current collection of African American, Caribbean, and African newspapers and other serials. **Principal Responsibilities:**The Assistant Chief Librarian will work closely with the Associate Chief Librarian to provide strategic leadership, direction, and planning to the Research and Reference team on collection processing and maintenance, public service, the user experience, collection development and promoting the collections. More specfically, the Assistant Chief Librarian will:* Plan and oversee all activities related to collections access and preservation
* Co-manage a staff of up to 12 research professionals and 10 hourly staff with direct responsibility for the ongoing development, evaluation, training, and coaching of staff in accordance with Library policies
* Maintain the organization and preservation of library materials in the stacks and generate metrics as required
* Provide on-site and remote reference services, using print and digital resources
* Develops and implements strategies to enhance the onsite user experience, including using appropriate metrics to tailor services to meet users' needs
* Oversee the preservation efforts around the various collections working closely with the Library's Collections Strategy team to establish priorities and procedures
* Direct responsibility for leading activities in the division around promotion of the collections which will include programming and social media
* Contribute to collection development by selecting new materials
* Contribute and evaluate content on the division’s website and social media outlets
* Assume overall responsibility for the day to day running of the division in the absence of the Associate Chief Librarian
* Perform other related duties, inclusive of representing the division on committees as required

 **Key Competencies:*** **Accountability and Professionalism** – Demonstrates enthusiasm for and commitment to the position and accepts responsibility for personal actions.
* **Customer Service** – Commits to meeting the expectations of internal and external customers.Listens and responds effectively to customer questions; resolves customer problems to the customer’s satisfaction; respects all internal and external customers.
* **Collaboration and Teamwork** – Supports a positive team environment in which members participate, respect and cooperate with each other to receive desired results.
* **Job-Specific Knowledge and Skills** - Plans, prioritizes, and organizes work effectively to produce measurable results; keeps current with and effectively applies new work methods, skills and technologies to complete work.
* **Leadership and Management** - Provides direction, motivation and sets an example through open communication and modeling best practices. Demonstrates ability to motivate others to meet a common goal; and, recognizes and effectively leverages employees’ skills and abilities. Establishes realistic budget plans and demonstrates fiscal responsibility.
* **Performance Management and Development** - Provides clear departmental strategic goals, individual employee performance expectations and criteria for performance measurement. Provides meaningful and appropriate advice, on-going feedback, support and resources to improve effectiveness of individuals and teams. Addresses any staff performance problems in an appropriate and timely manner.

**Minimum Qualifications:*** ALA-accredited Master’s degree in Library and Information Studies
* A minimum of five years’ experience as a professional research or academic librarian
* Demonstrated supervisory and team-building skills, including the ability to motivate, develop, and mentor others
* Relevant work experience in the area of collection maintenance and processing
* Demonstrated experience using online catalogs, electronic databases, and Internet sources in reference work
* Demonstrated knowledge of African-American, African and/or African Diaspora history and studies
* Excellent interpersonal and communication skills
* Demonstrated ability to work in a team environment
* Successfully demonstrated digital literacy skills

**Preferred Qualifications:*** A reading/working knowledge of French, Portuguese, or Spanish preferred.

**Work Environment:** Public Research Library**Hours:** 35-hour work weekEvenings and weekends as the public service schedule requires**Union / Non Union:** Non Union | Posting can be found at:<https://jobs-nypl.icims.com/jobs/9003/assistant-chief-librarian---jean-blackwell-hutson-research-and-reference-division/job?mobile=false&width=750&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240> |
| **Harvard University, Radcliffe Institute**Research Librarian**Harvard University, Radcliffe Institute**Research Librarian(cont.) | Please note that the schedule for this position is Tuesday through Saturday.The Schlesinger Library on the History of Women in America seeks a dynamic and team-oriented Research Librarian to support its research, teaching, and learning initiatives and to manage the operations of the Carol K. Pforzheimer Reading Room. **Duties and responsibilities:** * The management of the Carol K. Pforzheimer Reading Room. This includes managing the circulation and security of library collections and develops policies, procedures and systems to improve access services.
* Participates in direct and virtual research services including regular reference desk shifts. Provides in-depth research consultations and interprets and resolves complex reference questions. Develops in-depth knowledge of the library’s collections and subject expertise in women’s history, gender studies, and culinary history.
* Oversees library operations on Saturdays.
* Participates in the library’s teaching program. Supports and promotes the use of the Schlesinger’s collections in University-wide teaching and learning initiatives and works with faculty to develop course-specific instruction programs. Takes part in all library outreach efforts, including tours and presentations, exhibits, social media initiatives, as well as other public programming and events.
* Contributes to the development of e-learning tools and creates instructional content for a variety of contexts, including LibGuides, the library’s web page and social media platforms.

**Basic Qualifications*** MLS from an ALA accredited graduate program.
* Four or more years of professional reference or research services experience in a special collections or archives.
* Capacity to thrive as a highly collaborative team member in a future-focused environment.
* Evidence of excellent communication, public speaking, writing and analytical skills.
* Library instruction or other teaching experience.
* Experience hiring and supervising student and temporary employees.
* Demonstrated proficiency and capability with information technology systems in the context of a special collections library.

**Additional Qualifications*** Ability to communicate well with faculty, staff and users at all levels and from diverse backgrounds.
* Evidence of creativity, and imaginative approaches to work.
* Adaptability and flexibility to succeed in an environment of constant change.
* Excellent critical thinking, interpersonal and communication skills.
* Knowledge of current research practices and experience in the effective applications of technology in research and education.
* Subject expertise in one the following areas: Women’s History, Gender Studies, American History/Studies.
* Work requires daily use of computer keyboard, mouse and monitor.
* Work requires the ability to lift 40 pounds.

**About the Radcliffe Institute for Advanced Study**The Radcliffe Institute for Advanced Study at Harvard University is dedicated to creating and sharing transformative ideas across the arts, humanities, sciences, and social sciences. The commitment to excellence and inquiry that characterized Radcliffe College is maintained in the innovative and wide-ranging work at the Radcliffe Institute, where advanced study is furthered through the Fellowship Program, Academic Ventures, and the Schlesinger Library.Please visit our website to learn more about us. [www.radcliffe.harvard.edu](http://www.radcliffe.harvard.edu) | Posting can be found at:<https://sjobs.brassring.com/tgwebhost/jobdetails.aspx?jobId=1182933&PartnerId=25240&SiteId=5341&type=mail&JobReqLang=1&recordstart=1&JobSiteId=5341&JobSiteInfo=1182933_5341&gqid=0>Cover letters are required for every application to the Radcliffe Institute. Please combine your cover letter and resume into a single document that you can upload where you are instructed to in the ASPIRE section labeled: "Upload my resume/CV from my computer." We are proud to be an Affirmative Action/Equal Opportunity Employer and are committed to achieving our goals through the efforts of a highly skilled, diverse workforce. With outstanding benefits, competitive pay, extensive learning opportunities, and a stimulating and attractive work environment, the Radcliffe Institute for Advanced Study at Harvard University may be exactly the employer you’ve been looking for. |
| **Stony Brook University**Web Services Librarian**Stony Brook University**Web Services Librarian(cont.)**Stony Brook University**Web Services Librarian(cont.) | **Campus Description:** Stony Brook University, home to many highly ranked graduate research programs, is located 60 miles from New York City on Long Island's scenic North Shore. Our 1,100-acre campus is home to 24,000 undergraduate, graduate, and doctoral students and more than 13,500 faculty and staff. SBU is a comprehensive research-intensive university and a member of the prestigious Association of American Universities (AAU), which includes 34 public universities among its 62 members. SBU consists of 12 schools and colleges and a teaching hospital that provides state-of-the-art healthcare in the Long Island region. SBU also manages and performs joint research with Brookhaven National Laboratory, the only Department of Energy Laboratory in the Northeast, and shares doctoral programs with Cold Spring Harbor Laboratory, a world-renowned molecular biology institute. Home to the Emerson String Quartet, the Jackson Pollack House in East Hampton, New York, the Mellon Award winning Humanities Institute, and the Southampton Arts Program, and with endeavors that extend to the Turkana Basin Institute in Kenya and the Ranomafana National Park in Madagascar, SBU sustains an international reputation that cuts across the arts, humanities, social sciences, and natural sciencesStony Brook Libraries are known for a wide-range of print and digital resources and world-renowned special collections. The Stony Brook Libraries belong to the Association of Research Libraries (ARL), with a Health Sciences Center Library that is a member of the Association of Academic Health Sciences Libraries. The Libraries are engaged in an ambitious and dynamic strategic planning (2015-2018). The collection exceeds 2 million volumes, including e-books, print and electronic holdings of scholarly journal subscriptions, microforms, music recordings, and a sizable map collection. The SBU Libraries include 6 distinct facilities, including Melville Library, Marine and Atmospheric Sciences, Chemistry, Math/Physics, Southampton and Health Sciences Libraries, and SUNY Korea-SBU campus. The University’s Libraries stand as the largest academic research library on Long Island, serving as a resource in the local community, state-wide, and nationally and internationally. The Libraries maintain memberships and affiliations in arXiv, Association of Research Libraries, SPARC, Center for Research Libraries, SUNY Connect, DuraSpace (as a SUNY member) the Council on Library and Information Resources, Digital Library Federation, Coalition of Networked Information, EDUCAUSE, Inter-university Consortium for Political and Social Research, Roper Center, OCLC Research Library Partnership, and ORCID through the National Network of the National Libraries of Medicine. The Libraries utilize Ex Libris’ Aleph for its integrated library system and have recently deployed EBSCO’s Discovery Service, DSpace, Content DM, and Omeka, are used for managing digital assets and a growing Institutional Repository.

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| **Descriptive Title:** Web Services Librarian | **REF#:** F-9580-16-01-F |
| **Budget Title:** Senior Assistant Librarian/Associate Librarian | **Faculty Position** |
| **Department:** University Libraries | **Campus:** Stony Brook West Campus/HSC |
| https://ci5.googleusercontent.com/proxy/6pND4yepEZx8WS76VxvVPmM3BT2p-xVEMIsa9oEcLJGHuSkZrOnqlNQF8Wk4ocRN3TIinuiWnxyi4uZ9bPeARkvaRNc=s0-d-e1-ft#http://naplesd.cc.sunysb.edu/icons/ecblank.gif | **Salary:** Commensurate with experience |

**Required Qualifications:** Master's degree in Library Information Science/Studies from an ALA-accredited institution. Expertise with web design and development using HTML, CSS and scripting languages. Experience working with web authoring tools and content management systems, preferably WordPress. Familiarity with usability design and assessment. Expertise using Adobe Creative Suite or comparable web design applications. Knowledge of current web accessibility standards, and how these affect web design and patron access, including responsive web design. Ability to provide a portfolio of completed web design projects. Strong project management skills. Experience working in a team environment. Supervisory and training experience. Excellent verbal, written and interpersonal communication skills.**Preferred Qualifications:** Demonstrable experience with web APIs and mobile technologies. Familiarity with a web application framework, such as PHP, Ruby, Python, etc. Experience with Springshare's LibApps enterprise (LibGuides, LibAnswers, etc). Graphical design ability, including knowledge of software such as Photoshop, Illustrator or GIMP. Understanding of the role and potential of the Web in teaching, learning and research pursuits of a large research library setting. Understanding of information seeking behaviors in an academic research environment and commitment to user-centered library services. Ability to write concisely and effectively for the web, and create effective documentation for both IT and non-IT staff regarding technical processes and procedures. Strong interest in emerging technologies, library technology trends, general trends in librarianship and higher education that affect library technology. Experience in an academic library setting. **Responsibilities & Requirements:** Stony Brook University Libraries seeks a creative and user-oriented colleague for the position of Web Services Librarian. Under the direction of the Associate Director for Library Technology, Discovery and Digital Services and as part of the Library Information Technology team, the Web Services Librarian is charged with supporting the coordination, planning, development, maintenance and evaluation of the Library's evolving web presence, including the main website, integrated web applications, user interfaces and mobile environment. The Web Services Librarian will be expected to participate in research, publication, teaching and service consonant with University standards for promotion and tenure. As a faculty librarian, the successful incumbent will take an active role in liaison, reference and instruction duties. The selected candidate will be responsible for the following:* Under the direction of the Associate Director for Library Technology and in collaboration with the Library IT Department, the successful incumbent will lead the design and development of the University Libraries' web presence.
* Coordinate workflows, set guidelines and ensure that the libraries' web presence is accurate, up-to-date, user-centered and accessible.
* Manage interface customizations and the integration of commercial and open source library applications into the SBU Libraries' virtual spaces, with an emphasis on usability and user responsiveness.
* Assist with creating and administering library intranet and other web resources intended for staff use.
* Collaborate with library faculty and staff to develop and deliver research and reference focused material for the web, improve user interfaces, test new delivery platforms, and assist with technical issues.
* Explore, recommend and adopt standard and emerging tools, techniques, methods and applications to deliver a robust and reliable online experience for all library users.
* Manage web content management systems, such as WordPress. Work collaboratively with Library IT and other library departments to implement, develop and maintain web applications, interconnectivity, search functionality, and branding of the library website, catalog, serials portal, link resolver, discovery service, institutional repository and local databases.
* Lead and/or participate in processes for usability testing, analytics analysis and assessments of the Libraries' virtual spaces.
* Maintain currency with web technologies, software, tools and solutions. Participates in training efforts.
* Serve as primary point of contact for investigating and resolving web-based problems received from library users. Communicate issues or outages to stakeholder groups as they arise, as well as resolutions.
* Participate in liaison, reference and outreach efforts to the University.
* Conduct research and scholarship consistent with a tenure-track appointment. Participate in faculty governance, committee works, and continuing professional development.
* Perform other related duties as assigned.

**Special Notes:** This is a tenure track position. FLSA Exempt position, not eligible for the overtime provisions of the FLSA. Internal and external search to occur simultaneously. **Anticipated Start Date:** As soon as possible. Applications will be accepted until the position is filled. However, to guarantee consideration, please apply by 02/13/2016. Stony Brook University is 100% tobacco-free as of January 1, 2016. See our policy and learn more at [stonybrook.edu/tobaccofree](http://www.stonybrook.edu/tobaccofree%22%20%5Ct%20%22_blank). The selected candidate must successfully clear a background investigation. | For complete posting:[http://naplesd.cc.sunysb.edu/Admin/CampusJob.nsf/987ddc6b836068648525659c0072eafa/4aee3f3d3cbacc9b85257f390068c8ac?OpenDocument](http://naplesd.cc.sunysb.edu/Admin/CampusJob.nsf/987ddc6b836068648525659c0072eafa/4aee3f3d3cbacc9b85257f390068c8ac?OpenDocument" \t "_blank)**Application Procedure:** Those interested in this position should submit a[State employment application](http://naples.cc.sunysb.edu/Admin/HRSForms.nsf/aac30a50eebe3a8185256a6f004b0a84/5e8ed1b0c905971c8525775e00476b3e/%24FILE/HRSF0113.pdf%22%20%5Ct%20%22_blank), cover letter and resume/CV to:Pamela DiPasqualeSenior Staff AssistantUniversity Libraries Personnel OfficeMelville Library, Room S1430BStony Brook UniversityStony Brook, NY 11794-3300Fax: (631) 632-7116**Use the *Resources*box located at the bottom of this page.**

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| Applications for this position must be received, as specified in the Application Procedure Section, no later than 5:00 PM Eastern Time on **02/13/2016**, unless specifically noted otherwise in the Special Notes Section. |

STONY BROOK UNIVERSITY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. WE ENCOURAGE PROTECTED VETERANS, INDIVIDUALS WITH DISABILITIES, WOMEN AND MINORITIES TO APPLY.IF YOU NEED A DISABILITY-RELATED ACCOMMODATION, PLEASE CALL THE UNIVERSITY HUMAN RESOURCE SERVICES DEPARTMENT AT (631) 632-6161 OR THE UNIVERSITY HOSPITAL HUMAN RESOURCES DEPARTMENT AT (631) 444-4700.IN ACCORDANCE WITH THE TITLE II CRIME AWARENESS AND SECURITY ACT, A COPY OF OUR CRIME STATISTICS IS AVAILABLE UPON REQUEST BY CALLING (631) 632-6350. IT CAN ALSO BE VIEWED ON-LINE AT THE UNIVERSITY POLICE WEBSITE AT [http://www.stonybrook.edu/police](http://www.stonybrook.edu/police%22%20%5Ct%20%22_blank)

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| **Job Category:** A) Faculty and Librarian Positions. | **Posting Date:** 01/14/2016 |
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| **Iowa State University**Associate Director, Collections & Technical Services Division | The Iowa State University Library is seeking a strong leader to shape and direct the work the Collections & Technical Services Division as the Associate Director. The successful candidate will be highly engaged in acquiring and making accessible library collections and research resources in all formats for the Iowa State University Library.The Collections & Technical Services Division includes Resource Sharing and Acquisitions Management; Metadata and Cataloging; Electronic Resources; and the Collections Program. Working closely with the Assistant Director for Library Information Technology Services, the Associate Director leads and directs technical services and collections operations related to the Libraries’ integrated library system (Ex Libris’ Alma). Working closely with the Library’s Collection Coordinator and Business Manager, the Associate Director provides oversight of the library’s materials budget expenditures.The Associate Director will provide leadership by directing and supporting the 28 faculty and staff within the Division. Will oversee the recruitment, hiring, professional development, annual performance evaluations, mentoring and coaching of faculty and staff for continued success. Along with staff input, will evaluate and implement technologies and seek methods to improve efficiency and effectiveness of current technologies, services and processes. Will seek areas to expand services based on user needs. Will be responsible to maintain a broad awareness of new and emerging developments and how they may impact and/or influence department/divisional responsibilities.Additionally, the position will represent the Division as well as providing library perspectives within divisional and library-wide management groups and activities. Works collaboratively and effectively with various stakeholders within the Library as well as the campus community in support of the Library’s strategic plan and overall mission. Will be a member of the Library’s administrative cabinet, and shares responsibility for leading strategic and operational planning and other Library-wide initiatives, as well as having primary leadership responsibilities for access to materials purchased and licensed for the Iowa State University community.The position will participate in library/university service related to professional practice; Board of Regents, state, national and international service activities; editorial work/roles; and professional practice outreach/extension activities. The Associate Director will also contribute to an ongoing record of external service including leadership roles in state, regional, national or international professional and scholarly organizations; and editorial work/roles; and/or will contribute to an ongoing record of research and scholarship. Participates in institutional service within the library and/or university through involvement in personnel assessment, management recruitment and diversity; library governance; and library campus community building. Completes other duties as assigned.The successful candidate will possess the ability to effectively supervise and mentor staff at all levels; have exceptional analytical, decision making, and time and project management skills; demonstrated initiative, strong interpersonal skills, creativity and collegiality; demonstrated ability to formulate and implement innovative approaches and solutions to problems; excellent written and oral communication and presentation skills; ability to communicate complex ideas to a wide range of audiences, and to speak and write clearly, concisely, and persuasively. Demonstrated ability to interact effectively with library staff and the university community. Strong commitment to public service and the land-grant mission.ISU students, staff, and faculty strive to overcome historical and divisive biases in our society. Library staff must embrace an environment of inclusion that moves beyond simple tolerance to recognizing the richness in individual identities of people, and diverse perspectives. | Posting can be found at:<https://www.iastatejobs.com/postings/17037>Posting Number 50603P. ISU students, staff, and faculty strive to overcome historical and divisive biases in our society. Library staff must embrace an environment of inclusion that moves beyond simple tolerance to recognizing the richness in individual identities of people, and diverse perspectives. Iowa State University is an EO/AA employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Vets status. |
| **University of Minnesota**Government Publications and Regional Depository Librarian | The University of Minnesota Libraries seeks an innovative, energetic, and collaborative professional to serve as Government Publications and Regional Depository Librarian. This position will provide leadership throughout the Libraries to ensure access to government information in all formats. The successful candidate will work cooperatively in building tangible and digital collections and services to meet the needs of a large, active, research-oriented clientele, as well as government information users throughout the region. The University of Minnesota Libraries is a designated depository for the publications of the United States Government, United Nations, European Union, and Canada. This position also serves as the Regional Depository Librarian for Minnesota, South Dakota, and Michigan, collaborating with and providing leadership for over 70 selective depositories of all sizes and library types. The successful candidate will balance the goals of the institution with those of the region’s selective depositories and work with the Regional Depository Advisory Group, a ten-member group with representation for all three states which provides feedback on the regional’s new initiatives and ensures participation from across the region. The candidate will also build on strong partnerships with other regionals, library consortia and the Government Publishing Office (GPO) to advance new and innovative ways to increase the public’s access to government information. In addition, the University Libraries is interested in individuals whose record of achievement/excellence has been enhanced by exposure to diverse populations or resources. More information about the regional depository library can be found at <https://www.lib.umn.edu/govpubs/regional>.  Required Qualifications include an American Library Association accredited Master’s degree in Library/Information Science or equivalent combination of advanced degree and relevant experience; experience with government documents; and demonstrated knowledge of the Federal Depository Library Program. Supervisory experience and experience in collection management, reference and instruction in an academic or research library are preferred. | For complete description, qualifications, and to apply, go to:<http://z.umn.edu/ulib355>The University of Minnesota is an equal opportunity educator and employer. |
| **University of Arizona**Department Head, Office of Digital Innovation and Stewardship**University of Arizona**Department Head, Office of Digital Innovation and Stewardship(cont.)**University of Arizona**Department Head, Office of Digital Innovation and Stewardship(cont.)**University of Arizona**Department Head(cont.) | **Position Summary:**The University Libraries seek a dynamic, innovative Head of the Office of Digital Innovation and Stewardship (ODIS), a position with the primary responsibility of providing leadership and strategic direction for digital innovation and stewardship within the broader context of the strategic plans of the University Libraries and the University of Arizona. ODIS provides a broad range of services including digital collections, data management, campus repository, metadata, journal hosting and publishing, copyright and scholarly communication, open access, and geospatial data. In overseeing several areas of strategic importance, the Department Head must be forward thinking and willing to take strategic risks in the development of services. The Department Head will be a member of the Libraries Cabinet (leadership, policy and management team) and reports to the Vice Dean of Libraries. The Department Head of ODIS will be responsible for leadership, management, and planning for the services and functions of the Office of Digital Innovation and Stewardship, which includes 8 FTE permanent professionals and a large team of students and temporary employees. ODIS members work collaboratively, engaging the strengths and knowledge of all members of the department. The Department Head will coordinate and facilitate leadership currently in place among ODIS faculty and staff. As UA librarians have faculty status, the Department Head is responsible for coaching and guiding librarians through the promotion and continuing status process. The Department Head will also be responsible for ensuring that department planning furthers the strategic goals for the Libraries and campus. This is a continuing-eligible, academic professional position. Incumbents are members of the general faculty and are entitled to all accompanying rights and privileges granted by the Arizona Board of Regents and the University of Arizona. Retention and promotion are earned through achievement of a record of excellence in position effectiveness, scholarship, and service. The Office of Digital Innovation and Stewardship (ODIS) at the University of Arizona Libraries engages and innovates across a range of services and content in support of the University’s mission and strategic plan. ODIS provides services to the University community that encompass data management, campus repository, metadata, journal hosting and publishing, copyright and scholarly communication, open access, and geospatial data. ODIS is responsible for programmatic planning and oversight of the Libraries digital collections and digitization activities, including digital preservation and digital asset management efforts. ODIS coordinates strategies for exposing unique and local digital collections. ODIS also leads and contributes to a variety of national and international collaborative efforts, including TRAIL (Technical Report Archive and Image Library) and the Afghanistan Digital Collections. ODIS is active in campus-wide efforts related to scholarly activity and research data, participates in the University’s Research Computing Governance Committee, leads the institution’s faculty activity reporting efforts, and collaborates with the University’s Office of Research and Discovery, and University Information Technology Services. In this process, ODIS collaborates with faculty and staff throughout the University Libraries and across campus. The University of Arizona has been recognized on Forbes 2015 list of America’s Best Employers in the United States and has been awarded the 2015 Work-Life Seal of Distinction by the Alliance for Work-Life Progress! For more information about working at the University Libraries, see <http://www.library.arizona.edu/about/employment/why>.  **Diversity Commitment:** At the University of Arizona, we value our inclusive climate because we know that diversity in experiences and perspectives is vital to advancing innovation, critical thinking, solving complex problems, and creating an inclusive academic community. Diversity in our environment embraces the acceptance of a multiplicity of cultural heritages, lifestyles and worldviews. We translate these values into action by seeking individuals who have experience and expertise working with diverse students, colleagues and constituencies, as we believe that such experiences are both institutional and service imperatives. Because we seek a workforce with diverse perspectives and experiences, we encourage applications from individuals with demonstrated knowledge of and relevant abilities working with culturally diverse communities. As an Employer of National Service, we also welcome alumni of AmeriCorps, Peace Corps, and other national service programs. **Relocation Services:** Accepting a new position is a big life step. We want potential candidates and their families to be able to make informed decisions. Candidates who are considering relocation to the Tucson or Phoenix area, and have been offered an on-site interview, are encouraged to use the free services offered by Above & Beyond Relocation Services (ABRS). Ask your department contact to be introduced to ABRS prior to your visit. **Duties and Responsibilities:*** Provides dynamic and entrepreneurial leadership for full integration of ODIS services and initiatives to expand its impact within the Libraries and across the University of Arizona community.
* Works collaboratively with members of the department to build relationships and pursue synergistic opportunities across campus, regionally, nationally and internationally.
* Provides an environment for ODIS to innovate and experiment with services to meet campus needs.
* Manages a suite of budgets totaling approximately $1 million in personnel and services.
* Fosters professional development of staff to meet the challenges of a rapidly changing environment; actively supports a workplace culture that values and promotes a partnership and service philosophy.
* Works in collaboration with others in the Libraries and across campus, to provide programmatic planning for and oversight of the Libraries digital collections and digitization activities, including digital preservation and digital asset management efforts.
* Works closely with the University Press to develop new and innovative digital publishing efforts.
* Works closely with campus units to establish partnerships in support of efforts to capture, steward and share the scholarly record and research outputs of the University.
* Participates as a member of the Libraries’ senior management team (Cabinet), representing ODIS needs and perspectives on Cabinet as well as contributing to organization-wide decision making.
* Assesses and communicates the impact and contributions of ODIS to the Libraries, University, and beyond.
* Anticipates, initiates, and responds to changes in the environment, and keeps abreast of trends that impact higher education and the library profession to ensure that the Libraries and the University achieve their goals.
* Embraces ambiguity in a changing environment and is committed to continual professional development, improvement, and learning.

**Minimum Qualifications:*** Master’s degree in library/information science from an ALA-accredited institution; or other relevant advanced degree.
* Substantial leadership and management experience in an academic research environment or equivalent.
* Excellent interpersonal skills. Ability to work in a highly collaborative and inclusive environment, one that values and leverages the benefits of diverse perspectives.
* Strong verbal and written communication skills.
* Collaborative leadership with impeccable integrity.
* Initiative, optimism, flexibility, and follow-through.
* Ability to identify opportunities and capitalize upon them.
* Ability to advocate, influence, and persuade others.
* Excellent analytical, time management, organizational, and creative problem-solving skills.

**Preferred Qualifications:*** Knowledge of current trends in academic research libraries and services.
* Knowledge and understanding of current trends in the use of scholarly activity data, bibliometrics, and integrations with other campus data.
* Knowledge of data management and data management planning.
* Knowledge of current trends in scholarly communication and open access.
* Knowledge of library and university press publishing programs and strategies.
* Knowledge of digital preservation practices in libraries and archives.
* Knowledge of digitization workflows and practices.
* Successful project management experience.
* Active scholarship and professional service sufficient for appointment at the Associate or Full Librarian level.

 **Salary/Benefits:** DOE; full benefits. Outstanding UA benefits include health, dental, and vision insurance plans; life insurance and disability programs; paid vacation, sick leave, and holidays; UA/ASU/NAU tuition reduction for the employee and qualified family members; state and optional retirement plans; access to UA recreation and cultural activities; and more! | Opened: 01/12/2016. First Review of applications begins on 02/15/2016. Closes: Open Until Filled. Applying by the first review date ensures your application materials are reviewed. **To Apply:** Go to The University of Arizona’s job board and application system and search for Job # A20528 or quicklink to <http://uacareers.com/postings/7947>. Be prepared to attach a resume and letter of interest that describes how your experience and qualifications are fitting for this position. Application materials mailed/emailed to the department will not be accepted.The UA conducts pre-employment screenings for all positions, including work history, academic, criminal and driver’s license checks. For questions regarding The UA Careers application system contact: 520-621-3662; TDD 621-8299 (M-F 8-5). For questions about the Libraries or status of the posting, contact Glenda Hendrickson, Library HR, 520-621-6429 or ghendric@email.arizona.edu. The University of Arizona is an Equal Employment Opportunity – Affirmative Action Employer-M/W/D/V. |
| **University of Michigan**Head, Design and Discovery | The University of Michigan Library seeks an experienced professional to manage and lead the newly created Design & Discovery unit within the Library Information Technology Division (LIT). Design & Discovery, composed of twelve talented and experienced designers, librarians, and developers, encompasses three essential IT service areas:1. LIT-wide program and service management2. User experience (usability, accessibility, content, information architecture, design)3. Front-end web application development | For additional information and to apply, please visit: [Job Announcement: Head, Design and Discovery](http://umjobs.org/job_detail/118695/head_design_discovery). |
| **Washington University in St. Louis**Social Sciences and User Experience Librarian**Washington University in St. Louis**Social Sciences and User Experience Librarian(cont.) | The Libraries at Washington University in St. Louis seek a dynamic and forward-thinking librarian to fill the newly revamped position of Social Sciences and User Experience Librarian. **Essential Duties**The incumbent will select and acquire library materials and serve as liaison to several academic departments and programs; participate in user education activities and subject-specific reference services; assist in training library staff and students; and participate in relevant professional development activities. As User Experience Librarian s/he will advocate for an exceptional user experience on all platforms across the entire Libraries’ digital services and resources for the campus community, and coordinate a range of activities to assess the digital trends and needs of a broad user community. Specifically, the librarian will: * Engage in collection development and outreach activities for one or more social science subject areas. Maintain resources and collections in support of these programs and departments. Participate in relevant instruction and training activities. Provide broad-based, and subject-specific, research assistance to the WUSTL community. Contribute to scholarly communications support by educating and informing faculty, students, and campus administrators about scholarly communication issues and trends.
* Advocate for an exceptional user experience on all platforms across all the Libraries’ digital services and resources for our user community, and coordinate a range of activities to assess the digital behaviors and needs of a broad user community.
* With the Assessment Coordinator, the librarian will coordinate analysis and reporting on library web site usage, to support recommendations for digital library service and web site development; with subject and departmental librarians, the incumbent will ensure that library services and resources are promoted and supported on all user platforms; with the Communications Librarian, the librarian will represent the library digital communications strategies with WUSTL Office of Communications and other communications stakeholders throughout the University.
* Develop templates and other resources for web accessibility, usability, interface consistency and assessment, working collaboratively with the Libraries’ web development and technical team to provide broad support to the Libraries’ web development initiatives.
* Provide or coordinate training and support to other staff, in the areas of accessibility, digital communications and digital collaboration, and maintains a current knowledge of user-centered design trends.
* Participate in library, campus, regional and national committees and projects.
* Perform other duties as assigned or appointed.

**Required Qualifications:** * Master’s degree from an ALA-accredited program, or equivalent combination of education and experience. Demonstrated project management experience.
* Excellent communication skills (oral and written)
* Ability to operationalize project requirements
* Competency in translating technical concepts to users and staff
* Ability to work as a part of a team and alone equally well while meeting project timelines.
* Demonstrated ability as a self-starter
* Ability to deal with rapidly changing professional environment
* Demonstrated service attitude
* Demonstrated ability to working in a diverse environment
* Ability travel occasionally to satellite campus locations and offices. Professional travel may be required.

**Preferred Qualifications:** * Ability to work closely with faculty and students on project scoping, project management and delivery of solutions.
* Supervision experience with student workers.
* Proficiency with user experience concepts and tools. Working understanding of research tools.
* Experience with web usage analysis and digital service assessment techniques
* Experience managing small to mid-scale IT projects
* Experience with social media and emerging technologies
* Familiarity with web site accessibility requirements and techniques
* Familiarity with the academic library environment

**Salary Range:** The hiring range for this position is $3,703 - $4,813 monthly. | **Application Information:** Applications must be submitted online at <jobs.wustl.edu>. Reference job #32643. <https://jobs.wustl.edu/psc/APPLHRMS/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&REL_ACTION=Yes&SiteId=1&HRS_JO_PST_TYPE=E&HRS_JOB_OPENING_ID=32643&HRS_JO_PST_SEQ=1&> For full consideration, attach a letter of application, resume, and the names of three references (including e-mail & phone number). Review of applications will begin immediately and continue until the position is filled.**EOE Statement:** All qualified applicants will receive consideration for employment without regard to sex, race, ethnicity, protected veteran, or disability status. |