

## Job Descriptions

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**Digital Scholarship Coordinator, Humanities and History Libraries**  
**Columbia University Libraries/Information Services**

The Columbia University Libraries invites nominations and applications for the position of Digital Scholarship Coordinator, Humanities and History Libraries division. The Digital Scholarship Coordinator will provide leadership in incorporating technologies and new research methodologies into the scholarly activities of the humanities community at Columbia University. The Digital Scholarship Coordinator will work with colleagues from across the University to develop outreach strategies and partnerships with faculty and students supporting digital research projects in the humanities. The Digital Scholarship Coordinator will engage technologies emerging as critical to research and teaching in the humanities to meet the evolving needs of faculty, students, and staff. The Digital Scholarship Coordinator will assist in planning for the programmatic and physical expansion of the Digital Humanities Center, <http://library.columbia.edu/indiv/dhc.html>, within Butler Library, including the creation of a graduate student fellows program focusing on the digital humanities. The Digital Scholarship Coordinator will also assist in the identification of funding opportunities and preparation of grants supporting the programmatic needs of the Digital Humanities Center. The Digital Scholarship Coordinator will work closely with colleagues from the Humanities and History Libraries, the Digital Humanities Librarian, and the Center for New Media Teaching and Learning, <http://ccnmtl.columbia.edu>, and the Center for Digital Research and Scholarship, <http://cdrs.columbia.edu>. The position will report to the Director of the Humanities & History Libraries division.

The successful candidate will have:

- experience in using technology in humanities scholarship and a demonstrated understanding of current projects and trends in the digital humanities
- an accredited MLS or advanced degree in the humanities or equivalent combination of education and experience
- experience developing and managing digital projects and articulating the opportunities of digital research to scholars in the humanities
- successful experience working effectively with faculty and students
- excellent interpersonal, collaborative, and communication skills
- experience with the integration of digital media into web applications and/or collaboration systems
- teaching experience in a classroom or workshop environment
- interest in usability and user-driven design.

Humanities and History Libraries division collections and services directly support the research and learning activities of the departments of Classics, English and Comparative Literature, Film, French & Romance Philology, History, Germanic Languages, Italian, Music, Religion, and Theater. The division also actively supports the Center for Ethnomusicology, the Computer Music Center, the Comparative

Literature & Society Program, the Institute for Research in African-American Studies, and the Institute for Research on Women & Gender, and provides primary library and research support services for the Core Curriculum, Columbia College, the School of General Studies, and the broader undergraduate population, in partnership with other library divisions.

One of the world's leading research universities, Columbia provides outstanding opportunities to work and grow in a unique intellectual community. Set in the Morningside Heights academic village, Columbia also presents the unmatched dynamism, diversity and cultural richness of New York City. The University Libraries, grounded in collections of remarkable depth and breadth, are also building extensive electronic resources and services. The Libraries at Columbia are committed to collegiality, professionalism, innovation and leadership.

We offer a salary commensurate with qualifications and experience and excellent benefits.

**To apply for this position please visit the following link:**

**[academicjobs.columbia.edu/applicants/Central?quickFind=56004](https://academicjobs.columbia.edu/applicants/Central?quickFind=56004)**

Columbia University is An Equal Opportunity/Affirmative Action employer.

#### Emerging Technologies Coordinator

The Columbia University Libraries invites nominations and applications for the position of Emerging Technologies Coordinator within the Science & Engineering Libraries division. The Emerging Technologies Coordinator will play a key role in planning and assessing information services supporting the research, teaching, and learning needs of the Columbia science community. The position will provide proactive, effective technology and research support to students and faculty within the new Digital Science Center (DSC), located within the new integrated Science Library, scheduled to open in January 2011.

Reporting to the Director, Science & Engineering Libraries, the Emerging Technologies Coordinator will identify, implement, and assess technologies for the division, including those supporting data gathering and management, visualization, competitive analysis, and other technologies emerging as critical to science and engineering research and teaching. The Emerging Technologies Coordinator will provide training for students, faculty, and staff on technologies supported by the DSC, including group instruction and in-person consultations tailored to individual needs. Working closely with the Library Information Technology Office, the position will coordinate the planning and maintenance of equipment and software for the DSC, as well as lead the planning, promotion, and assessment of outreach to faculty and students related to electronic resources and bibliographic management tools. In addition, the position will participate in library-wide service programming, including planning for next generation information discovery and management tools, virtual reference services, and other committees and task forces as appropriate.

The new Science Library will consolidate collections and service support for faculty and students in Astronomy, the Biological Sciences, Chemistry, Physics, and Psychology. The DSC, within the new library, will support the emerging research, teaching, and learning needs in the science disciplines at Columbia by integrating state-of-the-art technologies and professional, discipline-specific research consulting and support. The DSC will include ~50 high-end workstations with large, high-resolution displays, advanced peripherals, and discipline-specific and course-related software in both individual and collaborative configurations. An evolving suite of mathematical analysis, visualization, statistical, spatial data/GIS, scientific and editing software packages will meet a wide variety of undergraduate and graduate student needs. The DSC will also include group study spaces in various configurations, as well as two multipurpose group consultation and presentation practice rooms, enabling both collaborative research and the direct interaction of students, subject-specialist librarians, and technology support staff.

#### Required Qualifications:

An accredited MLS or an advanced degree in a relevant subject area or an equivalent combination of education and experience; an awareness of the issues involved in developing sustainable support for research and teaching in the sciences and/or

engineering; experience providing service in a technology-rich environment; an aptitude for teaching and developing instructional content and documentation; knowledge of Windows and Macintosh operating systems; experience in managing complex projects and demonstrated ability to work collaboratively and independently; demonstrated initiative and flexibility and the ability to work in a collaborative environment; and experience in webpage creation, including ability to write effectively for the web.

**Preferred Qualifications:**

An academic background in a science or engineering-related discipline; experience in instructional design; experience in identifying and evaluating software applications; knowledge of statistical, spatial data, visualization, and/or bibliographic management applications.

Knowledge of one or more of the following: AutoCAD, ChemDraw, LaTeX, Mathematica, Matlab, R, SAS, SPSS, Stata.

One of the world's leading research universities, Columbia provides outstanding opportunities to work and grow in a unique intellectual community. Set in the Morningside Heights academic village, Columbia also presents the unmatched dynamism, diversity and cultural richness of New York City. The University Libraries, grounded in collections of remarkable depth and breadth, are also building extensive electronic resources and services. The Libraries at Columbia are committed to collegiality, professionalism, innovation and leadership.

We offer a salary commensurate with qualifications and experience and excellent benefits including 100% Columbia tuition exemption for self and family and assistance with University housing. Columbia will also pay 50% tuition for your dependent child who is a candidate for an undergraduate degree at another accredited college or university.

Priority consideration will be given to applications submitted by November 8, 2010.

This position will be available beginning January 1, 2011.

To submit an application, please visit:  
[academicjobs.columbia.edu/applicants/Central?quickFind=53853](http://academicjobs.columbia.edu/applicants/Central?quickFind=53853)

Columbia University Libraries, Science and Engineering Libraries Division

Two Year Appointment

The Columbia University Libraries invites nominations and applications for the position of Research Services Coordinator, Science and Engineering Libraries division. The Research Services Coordinator will assess the needs of researchers, investigate model programs at peer institutions, and draft recommendations for future service programs appropriate for the science and engineering community at Columbia. The position will investigate and propose design and implementation strategies for service programs supporting the activities of current and future researchers, including but not limited to data management, grant writing, course design, online education, and virtual services, and new forms of scholarly publishing. The position will serve as the primary service and collections liaison to the students and faculty of the Fu Foundation School of Engineering and Applied Sciences in a new innovation space currently under development. The position will be eligible for a permanent appointment.

Reporting to the Director of the Science and Engineering Libraries division, the Research Services Coordinator will provide direct service to students and faculty, including virtual reference, instruction and outreach, and research consultations. The Research Services Coordinator will work closely with colleagues from the division, the digital centers, the Center for Digital Research and Scholarship, the Center for New Media Teaching and Learning, and the Assessment Coordinator to plan and recommend new service programs. The position will also participate on Libraries-wide task forces and working groups. The position will work with colleagues to develop and maintain collections in engineering and the applied sciences, including the selection of materials and monitoring collections budgets.

Required qualifications include:

- MLS or other advanced degree in the sciences or engineering or other appropriate discipline
- An awareness of the issues involved in developing sustainable support for research and teaching in the sciences and/or engineering
- Experience providing service in a technology-rich environment
- Experience in managing complex projects
- Demonstrated initiative, flexibility and the ability to work in a collaborative environment
- An ability to clearly articulate ideas through excellent writing and presentation skills
- Experience in web page creation, including the ability to write effectively for the web and social media
- Knowledge of visualization applications such as LaTeX, Matlab, or R.

Preferred qualifications include:

- Undergraduate or advanced degree in science or engineering or other appropriate discipline and knowledge of emerging technologies in academic libraries
- Experience in instructional design
- Knowledge of statistical and spatial data software applications.

**University Position Title:**

Associate University Librarian for Research and Technology and Associate Dean of Libraries

**Primary Position Function/Summary:**

The Associate University Librarian for Research and Technology and Associate Dean of Libraries develops the Library's vision and programs in the areas of information technology and research. Increasingly, the campus identifies itself as an institution dedicated to data-intensive research, and the Library is a key partner in Library and campus collaboration efforts to support research. The AUL for Research and Technology leads efforts to develop innovative and effective library technology services and infrastructure, and research-focused programs that leverage the strength of collections and the depth of the Library's subject and functional experts that support research across the disciplines.

Areas of responsibility for research include, data management and curation and related research services, scholarly communications, sponsored research and strategic institutional research themes, programs that support Library faculty and professionals' research, and initiating and sustaining on-campus and external collaborations around research.

The AUL for Research and Technology advances Library technology operations, services, policy, and infrastructure that enable effective access to Library content, provide reliable stewardship of digital resources, and create novel ways to integrate Library content into the research and learning mission of students, faculty, and staff.

**Major Duties and Responsibilities:**

- Advance a cohesive vision for Library scholarly communications and research support programs, including institutional repository; researcher profile services; research data stewardship and related services in a developing campus-wide program, and through regional/national/international partnerships;
- Identify and establish research-focused programs, policy, and services in support of Library and campus strategic mission;
- Develop vision for effective and forward-looking Library technology services, infrastructure, and policy;
- Direct library information technology services, infrastructure, planning, and policy activities;
- Work collaboratively to develop vision and goals for digital library service development, digitization, and curation programs with the University, the HathiTrust, the Internet Archive, Google and support from numerous resources.
- Contributes to the national and international reputation of the University Library through professional research, service and collaboration with appropriate colleagues and organizations.
- Manage and consultatively plan budgets for the areas of technology and research for personnel, services, and operations;
- Oversee Library sponsored research development, management, compliance, and coordination;
- Develop cohesive research support and mentoring programs for Library faculty and professionals;
- Establish research and technology program partnerships on campus, and at the state, regional, and national levels in support of Library strategic directions;
- As a member of Library senior leadership team, work collaboratively to develop Library-wide strategic plan, budget, and policy;

- Initiate, guide, and synthesize Library-wide planning for new programs and services in their respective areas of focus;
- Supervise relevant IT unit heads in formulating strategic directions for the unit.

**Organizational Chart:** *(including titles of those who report to this position)*

Provost

University Librarian

AUL for Research & Technology

Director of Library IT Production Services

Manager of Software Development

Coordinator for IDEALS and Scholarly Communications programs



**Interim Library & Information Science and Research Support Services Librarian**  
**Associate or Full Professor of Library Administration**  
University of Illinois at Urbana-Champaign

**Position Available:** Position available immediately. This is a 100%, twelve-month, tenure-system appointment with a term of three years.

**Duties and Responsibilities:** The University of Illinois at Urbana-Champaign Library seeks an innovative, experienced, intellectually curious, and service-oriented individual to provide leadership for Library and Information Science collections and services.

Reporting to the Head of the Social Science, Health and Education Library (SSHEL), the Interim Library & Information Science Librarian will provide subject expertise for the interdisciplinary field of Library & Information Science, focusing on the learning and research needs of the students and faculty of the Graduate School of Library and Information Science (GSLIS) and the faculty and academic professionals of the University Library. The LIS Librarian will contribute to the University Library's suite of service activities, including teaching and learning, research services, collection development, digital tools, scholarly communication activities, and public engagement. Specific duties include:

- Fostering outreach to campus and community through events such as the Edible Books Festival and other new initiatives;
- Coordinating the communication (internal and external) about research and professional service accomplishments of the University Library faculty and academic professionals through the "Recognizing Excellence in the University Library" blog and other outreach channels;
- Supporting the continued development of LibGuides and Savvy Researcher and other workshops and tutorials that support grant-seeking activities;
- Providing subject expertise in the form of collection development, information, instruction, and scholarly services to faculty and students with teaching and research interest in LIS;
- Promoting innovation in design and delivery of digital information services programs by maintaining and enhancing the LIS Virtual Library, classroom guides, and other digital tools relevant to the subject area;
- Participating in collaborative outreach efforts to faculty and students including embedded services and serving on relevant Library, GSLIS, or University committees, task forces, and working groups, including participation as an ex officio member of the Curriculum Committee at GSLIS;
- Monitoring trends in scholarly publishing in LIS to inform the design of library services and the development of library collections;
- Building a robust assessment program for user needs and outcomes and to evaluate the usability and effectiveness of the LIS library, and its virtual and in-person services.
- Assessing the effectiveness of University Library research support activities (including training and professional development, grant and research support services), working with the AUL for Technology and Research, the Coordinator for Assessment and the Research and Publication Committee;
- Identifying new and sustaining established research and teaching partnerships and collaborations with Library and GSLIS faculty, including collaboration on research data management and curation services.

**Qualifications: Required:** Must be a tenured member of the University of Illinois Library faculty; ALA-accredited Master's degree in Library and/or Information Science or equivalent; an excellent grasp of all aspects of the research process and strong analytical, interpersonal and problem-solving skills.

**Position Title: Orientation Services and Environments Librarian,  
Undergraduate Library**

**Full-time, permanent Library faculty position.**

**University of Illinois Library at Urbana-Champaign**

The Orientation Services and Environments Librarian is responsible for the planning and execution of assessing the Undergraduate Experience within the Undergraduate Library, other UIUC Libraries, and crucial service initiatives (i.e. Scholarly Commons support in Usability Methods, Engineering and RRSS (Reference, Research and Scholarly Services) user studies and digital services assessment) as appropriate.

Specifically, the Orientation Services & Environments Librarian provides direction and initiative in developing effective programs to assess undergraduates' preferences and use of library resources, including services, information access, collections, facilities and social and recreational needs. This librarian works with others to provide ongoing assessment through the use of qualitative, quantitative and ethnographic methodology. A substantive component of this position is devoted to designing, prototyping and testing environments and applications designed to promote effective use of Library services and content among undergraduate students who are just developing familiarity with the Library's role in research and learning. The activities involved in this aspect of the Orientation role include: prototyping technology applications as well as new service programs that are contingent on technology applications; usability research, light technical expertise, web application development, and a focus on developing services for user population(s). This Librarian employs surveys, interviews, observation, focus groups, diaries, picture narratives, etc., in the study of the Undergraduate Experience.

*Responsibilities:*

A. UGL / orientation-focused activities: 60%

(Reporting to Head of UGL)

- Coordinate and conduct Orientation programs at the Undergraduate Library geared to first-year students and transfer students; assist with Instruction/Information Literacy Programs at the Undergraduate Library; contribute to instruction programs (formal and informal) to be developed as part of the Media Commons service program;
- Identify assessment methods and tools for use in measuring new student learning outcomes;

- Develop programming, resource materials, scripts, handouts, and websites to support others engaged in user assessment;
- Assist with the design and marketing of the Undergraduate Library services based on user feedback
- Contribute to overall planning and decision making in the Undergraduate Library;
- Participate in Undergraduate Library collection development;
- Participate in reference services (both in person and online), which includes evening and weekend rotations;
- Regularly engage and interact with Undergraduate Library user communities through formal and informal orientation activities to determine user needs and to incorporate them into a dynamic needs framework;
- 
- Serve on library committees and project working groups

B. Prototyping, design, and evaluation: 40%  
(Report to AUL for IT, working in conjunction with Head of UGL)

- Develop and evaluate prototype technologies that focus on enabling undergraduates to discover Library resources and services that support learning and research, and to integrate them into their work;
- Develop a framework for orientation services that incorporates both physical and virtual environments, and articulates the rationale for the recommended modes and models that support evolving new student orientation needs;
- Regularly engage and interact with Undergraduate Library user communities through formal and informal orientation activities to determine user needs and to incorporate them into a dynamic needs framework;
- Develop, in conjunction with Library Assessment, and faculty involved in usability research, measures for evaluating the effectiveness of prototyped services and environments; Collect qualitative and quantitative data and produce interpretive reports on a periodic basis based on them;
- Participate in the design and development of the Library's Media Commons program and facilities in the UGL;
- Participate in an emerging technologies team comprised of Library faculty and AP's who are engaged in several technology development projects (to be determined);
- Meet on a periodic basis with Library IT groups;
- Write grant and other proposals in support of technology rich spaces for new student learning and engagement with collections and services

**NORTH CAROLINA STATE UNIVERSITY LIBRARIES**  
**VACANCY ANNOUNCEMENT**  
**ACADEMIC TECHNOLOGY AND RICH MEDIA LIBRARIAN**

The NCSU Libraries invites applications and nominations for the position of **Academic Technology and Rich Media Librarian** to join the Libraries' Information Technology Department (21 staff plus student assistants). The NCSU Libraries is working to make available advanced technologies that support university teaching and research. With the opening of the James B. Hunt Jr. Library, the IT department will provide technical and infrastructure support for new advanced technology spaces including the Creativity Studio, the Teaching and Visualization Lab, the Gaming Lab, the Immersion Theater, and media production studios. Major technologies include large-scale display, visualization, ultra-HD imagery, multi-touch computing, gaming, streaming media, classroom capture, communication technologies, collaborative software, and cloud computing.

**Responsibilities**

- Serve as the Libraries' principal resource on rich media technologies and applications
- Serve as technical lead on library teams working with faculty and students to integrate rich media technologies and spaces with research and academic work
- Supervise programming and design staff who support the Libraries' advanced technology spaces in the D.H. Hill Library and the James B. Hunt Jr. Library
- Participate in developing and delivering technology workshops and training for faculty, students, and researchers
- Manage technology planning and implementation for teaching and research projects involving high-technology learning spaces
- Collaborate with campus partners, including the Office of Information Technology (OIT) and Distance Education and Learning Technology Applications (DELTA)
- Work with corporate technology partners to integrate cutting-edge and emerging technologies into the Libraries

**Required Qualifications**

- ALA-accredited MLS or equivalent advanced degree in a relevant field, such as computer science or educational technology
- Experience with applications of technology to research and educational practice
- Familiarity with areas such as graphic design, animation, gaming, high-resolution imagery, or media production
- Experience with translating user needs into technology services
- Proven project management skills and ability to thrive in a fast-paced, project-oriented environment
- Excellent problem solving skills, with a proven ability to apply new software and hardware in a dynamic technology environment
- Outstanding oral and written communication skills and interpersonal skills, with a demonstrated commitment to customer service
- Evidence of ability for ongoing professional development and contribution

**Preferred Qualifications**

- Experience working with collaborative teams of developers, designers, and/or system administrators
- Experience with IT systems and infrastructure, including streaming media, multimedia asset management, server infrastructure, networked storage, and desktop computing
- Supervisory experience

**NORTH CAROLINA STATE UNIVERSITY LIBRARIES**

**VACANCY ANNOUNCEMENT**

**VISUALIZATION COORDINATOR**

The NCSU Libraries invites applications and nominations for the position of **Visualization Coordinator** in the Digital Library Initiatives (DLI) department. The NCSU Libraries is working to make available advanced technologies and services that support university teaching and research through the development of enhanced visualization spaces, services, and tools. At the same time, the Libraries is developing services and building a community of support for university-wide e-research needs related to data access, management, and visualization.

**Responsibilities**

The Visualization Coordinator:

- Provides leadership in developing and advancing the Libraries' visualization services in concert with university-wide needs and in collaboration with university partners.
- Working in concert with library information technology staff, supports researchers in using the Libraries' high-technology spaces and compute infrastructure.
- Leads workshops and training sessions on information visualization tools and strategies.
- Maintains a current awareness of emerging trends in visualization.
- Assesses software options and provides input on hardware and software specifications.
- Participates in planning for existing visualization facilities in the James B. Hunt Jr. Library and new visualization facilities in the D.H. Hill Library.
- Implements tools such as dashboards to help enable and support continuous assessment of library operations.
- Participates in library planning, serves on library-wide committees, task forces, and teams

NCSU librarians are expected to be active professionally and to contribute to developments in the field.

Reports to the Head of Digital Library Initiatives.

**Required qualifications:**

- ALA-accredited MLS or equivalent advanced degree in a relevant field in the area of information visualization.
- At least one year of experience working in the area of information visualization, or comparable education and experience.
- Experience with visualization tools and programming libraries.
- Ability to extract and work with data from a variety of sources (e.g., XML, relational databases, APIs, and web services).
- Experience with one or more programming languages (e.g., Python, R, Java, Processing, C, C++).
- Demonstrated ability to communicate effectively with colleagues and users in the provision of visualization services.

- Outstanding written and oral communication skills and interpersonal skills.
- Ability to work creatively, collaboratively, and effectively both as a team member and independently and to promote teamwork among colleagues.
- Evidence of ability for ongoing professional development and contribution

**Preferred qualifications:**

- Academic background in a discipline utilizing visualization.
- Experience supporting visualization in a research setting.
- Experience translating user needs into technology services.
- Familiarity with interactive gesture and touch technologies.
- Experience working with scientific, geospatial, social sciences, or humanities data.
- Ability to work effectively with large datasets.

**RICE UNIVERSITY**  
User Experience Librarian

Position Summary	The User Experience Librarian reports directly to the Assistant University Librarian for Public Services. Interacting with personnel across departmental lines, this position will maintain and creatively enhance the user experience and engagement program that informs decision-making about services, learning spaces, and the Library's web presence and recognizes that research and data are required to assess and meet the needs of library users.
Education Required	Master's Degree
Specify Concentration / Degree Type	Library Science or Library and Information Science
Substitution for Education Requirement <a href="#">Click here for a list of approved statements</a>	Experience may not be substituted for the education requirement
Education Preferred	
Experience Required	2 years
Specify Type of Experience	Experience in an academic library
Substitution for Experience Requirement <a href="#">Click here for a list of approved statements</a>	May substitute additional related education, above and beyond what is required, on an equivalent year for year basis in lieu of the experience requirement
Experience Preferred	Experience developing an inventory of user needs and preferences
License/Certification Required <a href="#">Click here for a list of approved statements</a>	
License/Certification Preferred	
Other Skills Required	Ability to implement and support Web 2.0 technologies Ability to use survey and assessment tools
Other Skills Preferred	
Supervisory Responsibilities (Provide position or job title and number of each supervised. Do not use employee names.)	None.
Fiscal Responsibilities (Include budgeting, approval privileges on purchase orders, check requests, reporting and auditing functions.)	None.
Security Sensitive	Yes
If security sensitive, this position will	Have access to a computer terminal
Internal / External Contacts: List individuals with whom the incumbent will have contact. Indicate the type and frequency of contact (greeting visitors, negotiating contracts, answering questions).	Internal contacts: interacts with Rice students, faculty, and staff who use the Library, including administering surveys, running focus groups, and similar activities. Works with Library staff involved in user support, including Circulation and Reference staff. External contacts: other library professionals in the field, user experience experts, etc.

# RICE UNIVERSITY

## User Experience Librarian

(e.g. Weekend/evening work, travel, inclement weather, hazards)

Occasional evening and weekend work, serving at the Reference Desk or providing library instruction, generally once per month or less.

### Essential Functions

Percent of total time: **100**

#### 5 Records

Percent of total time:

#### Essential Job Duties:

- 30** Develop an inventory of user preferences based on regular engagement with Library user communities through formal and informal channels and determine the Library's effectiveness in meeting those preferences, using focus groups, surveys, and other methodologies.
- 30** Extend the Library's brand and increase product and services awareness by working with Library committees such as MAST and by coordinating the Library's marketing activities. Work with Library departments and groups to effectively promote outreach efforts and data-driven decision making by: 1. ensuring the Library's message is consistent; 2. user response is captured; 3. reports are prepared and provide information that can be acted upon; 4. the Library as a whole is represented.
- 20** As part of the Library's Web Team, lead the team's usability testing efforts and survey creation, participate in defining the website's objectives, and assist with the new design by contributing content, including images, and navigation recommendations.
- 10** Working with Head of Reference, coordinate the Library's assessment efforts and help define measurable objectives by providing support for LibQual and other regular library surveys, including survey analysis and reporting, and presenting on these instruments to the Library staff and the Rice community in general.
- 10** Participate in service activities, including the Reference Desk, subject liaison responsibilities, and user instruction

Employees may be assigned or required to perform additional duties to the benefit of the department or University.

All employees serve as a representative of the University, displaying courtesy, tact, and discretion in all interactions with other members of the Rice community and with the public.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor



THE UNIVERSITY OF TENNESSEE LIBRARIES

FACULTY/EXEMPT  
POSITION DESCRIPTION

**Position Title:** Head, Integrated User Services

**Department:** Integrated User Services

**I. GENERAL FUNCTION**

State briefly the general purpose of your position within the department or library.

Leads an innovative team of librarians and staff in conceptualizing and implementing library services in the Commons that include information, instruction and outreach, circulation, media services, video streaming, and media production (The Studio). Manages spaces and services delivered in the Commons. Collaborate with the Office of Information Technology and University academic support units to ensure the highest quality service delivery in support of teaching, learning, and the use of technology in the Commons. Develop strategic relationships with campus departments and programs aimed at supporting undergraduate student success. Maintain awareness of emerging technologies as they affect student learning and share that knowledge with Libraries and campus colleagues. Serve on the Library Council and contribute to Libraries' strategic planning.

The Integrated User Services department consists of:

- Library Commons services as part of The Commons—a collaboration of the Libraries and the Office of Information Technology
- The Studio—a multimedia production lab and consultation service
- Media collections and services
- Video Streaming
- Circulation services
- Instructional services and outreach

**II. DUTIES**

**A. Departmental Leadership (75%)**

Provide leadership for the Integrated User Services Department including the Commons, Studio, Course Reserves, Media Services, Circulation, and Undergraduate Instruction.

Provide vision for the development of the Libraries media streaming initiatives.

Manage the Commons facilities. Collaborate with the Office of Information Technology and campus academic support units to ensure the highest quality service delivery in support of teaching, learning, and the use of technology in the Commons.

Provide innovative undergraduate student programming, classroom support, leadership of emerging technologies through the Commons and with Research and Collection Services librarians.

Provide leadership for instructional support for general education and student success.

Maintain awareness of emerging technologies as they affect student learning and shares that knowledge with Integrated User Services and Research and Collection Services departments.

Supervise two tenure track instruction librarians, one Research Assistant Professor and three library staff positions (Integrated User Services Manager, IT Technologist, and The Studio supervisor.)

**B. Library Leadership (10%)**

Serve on the Library Council convened by the Dean of Libraries.

Oversee library public services on a twenty-four hour basis.

Communicate information with the Libraries and its users concerning services, hours, policies, and security.

Provide expertise by serving on library committees and work groups to promote library initiatives.

**C. Campus Leadership (5%)**

Work to develop strategic relationships with campus departments and programs aimed at supporting undergraduate student success.

Serve on campus committees related to technology, classrooms and student success.

**D. Scholarship and Creative Activity (5%)**

Conduct and disseminate research, scholarship and creative work in the field of library and information science.

**E. Service (5%)**

Participate in professional organizations and other local, regional, and national activities with other library and information professionals.

Participate in professional development and continuing education opportunities to enhance and update skills and keep abreast of new trends and developments in librarianship.

**III. SUPERVISORY RESPONSIBILITY**

(List the title and number of employees you supervise.)

3 FTE faculty

- Instructional Services Librarian for User Education Technologies
- Instructional Services Librarian for Undergraduate Programs
- Instructional Services Librarian for Digital Media Technologies

1 FTE exempt staff

- Professional Library Assistant (Integrated User Services Manager)

2 FTE non-exempt staff

- IT Technologist III (Information Technology 37)
- IT Technologist III (Information Technology 37)

#### **IV. FISCAL RESPONSIBILITY**

TBD

**QUALIFICATIONS** (Include educational requirements, special skills, and minimum work experience.)

**Required Qualifications:** ALA accredited master's degree. Supervisory experience; several years experience in academic library user services and instruction with evidence of successful project management in a collaborative environment. Applicants should demonstrate an understanding and commitment to the philosophy behind the continuing evolution of a learning commons. Knowledge of the technical infrastructure necessary for leadership of library and information services organization. Proficiency with a range of web authoring and scripting tools. Experience building dynamic web pages and integrating multimedia content into web pages. Demonstrated leadership in the use of innovative technologies in the instructional design process, including an understanding of the application of Web 2.0 technologies. Excellent communication and interpersonal skills. Ability to work effectively in a collaborative team environment accompanied by a creative, flexible, and problem-solving attitude. Evidence of research or creative achievement commensurate with a tenure track position.

**Preferred Qualifications:** Knowledge of emerging trends in the creation and delivery of media in instructional settings and experience working with a wide range of visual and audio formats and standards. Experience working with instructional technologies in a multi-platform environment.

**GENERAL FACULTY  
POSITION DESCRIPTION  
UNIVERSITY OF VIRGINIA**

**PART I: ORGANIZATIONAL INFORMATION**

POSITION NUMBER	FP 627
Working Title	Director, Digital Research and Scholarship
Organization	University of Virginia Library

**PART II: POSITION INFORMATION**

PERCENT OF TOTAL WORKING TIME	DESCRIBE FULLY AND CLEARLY THE MOST IMPORTANT WORK FIRST, THEN THE NEXT MOST IMPORTANT IN A SEPARATE PARAGRAPH, AND SO ON. .MAKE THE DESCRIPTIONS DEFINITE AND DETAILED TO GIVE A CLEAR PICTURE OF THE WORK. IT IS PARTICULARLY IMPORTANT THAT THE SUPERVISION RECEIVED OR EXERCISED BE CLEARLY EXPLAINED. IT IS ALSO IMPORTANT THAT SUCH TERMS AS "CHECK", "HANDLE", "RESPONSIBLE FOR", "ASSIST" BE EXPLAINED. LIST ANY EQUIPMENT OPERATED OR SPECIAL SKILL USED. ESTIMATE WORKING TIME DEVOTED TO EACH KIND OF WORK
	The Director, Digital Research and Scholarship will provide leadership for the ever-evolving digital scholarship services and programs at the University of Virginia Library. The primary audience for these services are faculty and graduate students in the Humanities, Social Sciences, the Arts, and Architecture.
50%	<p>Provide strategic direction and oversight to full-time staff and part-time students in provision of a suite of services to support digital scholarship, ensuring that the University retains an international reputation as a cultural center for digital scholarship. The range of responsibility and oversight include:</p> <p>the Scholars' Lab, a physical place for scholars to pursue digital scholarship; services include triage for expert format-specific consulting and intellectual property advising, outreach services, and instructional services.</p> <p>faculty project consulting and programming assistance with projects, tools selection and development, and assistance in using format-specific tools.</p> <p>a graduate student fellowship program in support of their use of digital scholarship in pursuit of their degrees</p>
30%	Establish programs and services that facilitate inter-disciplinary scholarship and new partnerships and collaborations that engage faculty and students of the University in interdisciplinary digital scholarship both locally and internationally.
10%	Serve as liaison and facilitate communication within the Library and among University entities engaged in digital scholarship activities. Externally that includes the University Press, ITC, IATH, VCDH, DLF, etc. Internally, that includes the Brown Library's Research Computing Lab, Robertson's Digital Media Lab, etc.
10%	Engage professionally in activities related to digital scholarship and scholarly communication; represent the University at appropriate conferences, seminars, and scholarly societies. Pursue research in own interest area related to digital scholarship.

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**PART III: QUALIFICATIONS**

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PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES FOR AN INDIVIDUAL PERFORMING THIS POSITION:

SPECIAL LICENSES, REGISTRATION, OR CERTIFICATION:

EDUCATION OR TRAINING (CITE MAJOR AREA OF STUDY):

Master's degree in library science or master's degree or PhD in a related field required.

LEVEL AND TYPE OF EXPERIENCE:

Significant and progressively responsible experience engaging in digital scholarly activities in the Humanities, Social Sciences, and the Arts at a major academic research institution. Evidence of successful leadership and experience in managing and supervising others, demonstrated commitment to service excellence, ability to work cooperatively and maintain effective, creative, and flexible working relationships with colleagues, faculty, staff and students. Excellent analytical, oral, and written communication skills. A record of flexibility, creativity, and commitment to diversity, mentoring and developing staff. Evidence of research or publication in digital humanities as well as participation in national or international committees and collaborative efforts.

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**PART IV: SIGNATURES**

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Signature (Current Incumbent)

Print Name

Date

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Individual Who Will Sign Performance Evaluation

**UNIVERSITY OF VIRGINIA**  
**Social Science Data Consultant (excerpts)**

What is the primary purpose of this position?

The Social Science Data Consultant will be a central part of a new research data support service unit within the Library with the mission of collaborating with researchers and graduate students across the University to create innovative new opportunities around data-intensive research, paying particular attention to research made possible through new streams of data generated by massive, unpredictable social systems, like social media tool Twitter (referred to as "organic data" by US Census Director Robert Groves).

Cite specific examples of decisions made with supervisory guidance AND specific examples of decisions made without supervisory guidance.

Working Title: Social Science Data Consultant

Agency Code: 207 UVA

Integrated System (Oracle) No  
 Purchasing Responsibility Assigned?

**Responsibilities and Duties/Position Information**

Percent of Duty Total: **100**

**4** Records

Responsibility Statement	All Duties supporting the statement	Percentage of Time	Level of Importance
<b>Innovation, Research, and Development</b>	Serve as an Innovator in social science research, engaging regularly with UVA researchers on new trends and emerging technical opportunities as well as helping to establish the UVA data services team as a leader in this area on the national stage. (E)	40	
	Participate, collaborate, and lead research and development projects which address improvement in the operations of data services for researchers. (E)		
	Maintain a strong connection between visionary possibilities and grounded realities through routine consulting with researchers and students to provide hands-on support for social science research data problems. (E)		

**UNIVERSITY OF VIRGINIA**  
**Social Science Data Consultant (excerpts)**

	Partner with other data services team members to jointly provide data consulting and training expertise to researchers and graduate students across the entire lifecycle, including areas as diverse as data management, spatial data, health data, legal data, visualization, and data curation, and grant support. (E)	
<b>Consulting and Training</b>	Liaise with other units at the University involved in the research process in support of researchers, such as IRB panels and Information & Technology Services (ITS). (E)	40
	Specifically complement the deep content discovery and acquisition expertise of the Data Librarian within the Government Documents unit and the statistical methodology expertise of the Statistical Consultant. (E)	
<b>Methodological Expertise</b>	Collaborate with data services team members and selected social science research group to provide deep social science research methodological expertise to develop a model use case for the measured benefits of providing data services across the entire research lifecycle in a coordinated fashion. (E)	15
<b>Administrative Responsibilities</b>	Participation in selection and development of professional staff, and developing business opportunities to keep data services financially viable. (E)	5

**Qualifications (for Staff Positions)**

Preferred knowledge, skills and abilities for an individual performing this position:

Special Licenses, Registration, or Certification:

Education or Training (cite major area or study):

Level and Type of Experience:

**Required and Preferred Qualifications**

**Required Education**

What is the minimum level of formal education **required** to successfully perform the duties and responsibilities of the position? Choose one.

Degree Requirements Analysis

If degree or equivalent experience **required**, please specify: (Entries to the right will appear in the posting for this position.)

Degree Requirements Analysis

Master's Degree or Equivalent

Master's degree required, preference for PhD, open to any area if appropriately representing the challenges and new opportunities made available through data-intensive social science research.

**Required Experience**

Considerable - 4 to 7 years

If any experience is **required**, please specify kind of experience:

-4 to 8 years experience in conducting or supporting social science research using statistics, survey research methods, etc.

-At least 1 year of experience in project management preferred, and experience with funded research and/or grant proposal development required.

**UNIVERSITY OF VIRGINIA**  
**Social Science Data Consultant (excerpts)**

Required License or Certification: No

If yes, what is the **required** License or Certification.

**Required** Knowledge, Skills and Abilities:

-Exceptional ability to think innovatively and strategically.  
 -Sound knowledge of social science research methods, data, and policy issues, including regulations such as HIPAA, FERPA, and other related issues.

-Deep knowledge of the social science research data lifecycle and how to manage data from inception to final preservation, including experience with and knowledge of government data sources like the Census American FactFinder and Data Ferret, and social science data repositories and services like ICPSR, NORC, the Roper Center, IQSS, IES, etc.

-Strong analytical and problem solving skills, with demonstrated proficiency in practical application of statistical methods within the academic research environment, and thorough knowledge of the principles, processes, and methods of survey research through extensive reading in the literature and broad experience in the field.

-Strong team orientation.

-Excellent Interpersonal, verbal and written communication skills, demonstrated by prior publications and presentations.

**Required** Computer Applications:

-Advanced social science research skills including demonstrated expertise in statistics and two or more analytical packages (SAS, SPSS, MiniTab, R, etc.).

Preferred Education

What level of education is **preferred** to successfully perform the duties and responsibilities of the position? Choose one.

If degree or equivalent experience

**preferred**, please specify:

(Entries to the right will appear in the posting for this position.)

PhD preferred.

Preferred Experience

No Response