

Job Descriptions



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Scholarly Communications Librarian

Posting Date: Sunday, December 21, 2014

Closing Date: Wednesday, January 14, 2015

Posting Organization: Florida State University

Location: Tallahassee, FL

Link: <https://jobs.fsu.edu>

Department

The Scholarly Communications Librarian manages an active program of education, training, advocacy, support and information sharing on topics related to the sharing and barrier-free access of scholarly research products. The librarian raises campus awareness of trends in scholarly publishing, including open access to the scholarly record, alternative metrics for measuring research impact, and copyright and fair use. Additionally, this position will be an integral part of FSU Libraries digital scholarship program, and will report to the Digital Scholarship Coordinator.

Responsibilities

- * Manage development and growth of DigiNole Commons, FSU's institutional repository
- * Monitor advancements in scholarly communication, open access, institutional repositories, and related legislative and funding initiatives, and communicate their implications to campus stakeholders
- * Maintain and build collaborative partnerships with research and administrative units on campus
- * Member and support person for the Faculty Senate Library Committee Scholarly Communication Task Force
- * Development and implementation of an Open Access Policy
- * Manage open access fund, and explore future mechanisms for funding open access

- * Liaison to the Library Publishing Coalition and Coalition of Open Access Policy Institutions

- * Exploring related research topics including: measurement and impact of scholarship, open peer review, data management, new publication platforms, digital tools for scholarship, etc.

- * Manage the hosting and support for University Libraries journal publishing partnerships

- * Partner with library departmental liaisons to implement strategies for including faculty and student work in DigiNole Commons

- * Serve as a library resource on copyright, fair use and grants compliance, especially related to publishing

Qualifications

- * ALA-accredited masters degree (awarded or near complete);

- * Previous experience in an academic library setting is desirable;

- * A strong public service orientation;

- * A high degree of facility with relevant technologies and systems;

- * Demonstrated knowledge of trends and best practices in scholarly communications across a variety of disciplines;

- * Knowledge and experience in copyright law as it relates to fair use and library exemptions, new modes of scholarly communication, open access, authors' rights, and use of intellectual property;

- * Excellent oral, written, and interpersonal communications skills.

- * Ability to work effectively with faculty, students, and staff in a team environment;

Preferred

- * Minimum two years of relevant library experience;

- * Coursework or experience in digital scholarship, scholarly communications and/or digital humanities;

- * Familiarity with repository platforms (Digital Commons, Islandora)

Helpful

The successful candidate will serve as a resource and advocate for issues that promote availability of scholarly intellectual resources. S/he will develop, implement, and assess an educational program; work with subject liaison librarians to promote knowledge about open access support to academic departments, and to assist faculty with issues related to their authored content; promote the use and utility of DigiNole Commons, FSU's institutional repository, and good research practices in a digital environment.

The Scholarly Communications Librarian serves as the Libraries' resource on issues related to intellectual property and its use in research and teaching, including: drafting and reviewing policies, guidelines, contracts

and license agreements; serving as liaison to campus offices on intellectual property-related issues; analyzing copyright status and risk for digital publishing; and maintaining current information on use of copyrighted material.

The Scholarly Communications Librarian will also monitor and stay current in requirements for open access, and will develop library policies and procedures to support researchers in research compliance. Related areas of responsibility could include: the development of campus open access policies, models for open access publishing and open access financing, the role of peer review and alt-metrics in publishing, codes of research practice, and large-scale scholarly communication projects (Ex. SCOAP3, COAPI, Library Publishing Coalition).

Contact Info

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University Information

Located in beautiful Tallahassee, Florida's capital city, a growing community with a population of more than 357,000, the Florida State University, a public, coeducational institution of the 11-member State University System of Florida, has an enrollment of over 40,000 students. The Library system includes ten libraries. Campus libraries have combined volume holdings totaling over 3 million volumes. The Library is a member of ARL, ASERL, CRL, OCLC, and Lyrasis. For more information about the Florida State University Libraries, see our home page at:
<http://www.lib.fsu.edu/>

Anticipated Salary Range

Minimum base salary is \$45,000. Offer commensurate with qualifications and experience.

UNIVERSITY OF MASSACHUSETTS
CAMPUS: Amherst

JOB DESCRIPTION

OFFICIAL TITLE: This is the official title of the position.

Librarian V

FUNCTIONAL TITLE: This is the in-house title by which the position may be known. A functional title is usually a more descriptive title than the official title and may be required to identify very specific kinds of work. This title may be used in signing all correspondence.

Scholarly Communication and Special Initiatives Librarian

GENERAL STATEMENT OF DUTIES: Please provide a brief overview of the general functions of this position. Specific details of duties should be reserved for the Examples of Duties section.)

Coordinate scholarly communication activities for the University Libraries by providing leadership and education to the university community about these issues and their impact on the nature and conduct of scholarly inquiry. Work cooperatively and collaboratively with the Director of Libraries to conceptualize, actualize, and assess special initiatives. Investigate and promote the Library's involvement and position with various campus and consortial entities. Work with the appropriate parties, developing, scheduling, promoting and implementing library initiatives. Design and conduct programs as needed.

SUPERVISION RECEIVED: Please indicate the title, but not the name, of the administrative employee or employees responsible for supervision or direction of work; describe the divergent extents of authority of each, indicating the degree, priorities, and relationships of the supervision or direction, which could range from close supervision to supervision with considerable freedom.

Report to the Director of Libraries who reviews performance for effectiveness and conformance with established policies, but have substantial independent responsibility without immediate supervision.

SUPERVISION EXERCISED: Using descriptive non-numerical terms, identify the scope of supervision, training or direction exercised (i.e., whether the supervision is over a few employees, a small number of employees, a large number of employees, etc.); also, describe the degree of supervision, indicating whether close supervision or general direction is involved, and categorize the physical conditions under which the supervision is given, such as in a laboratory or an office. Supervision of student employees should not be included in this section, but may be listed under Examples of Duties, if applicable.

EXAMPLES OF DUTIES: Please list and briefly describe several of the duties and responsibilities typically performed and assumed in this position. This list should not be restrictive but should be descriptive in such a manner as to provide concrete information representing examples of the actual work as well as the level of responsibility for the work being performed.

1. Coordinate the design and shepherd to creation a robust and innovative institutional repository system in the University Library. Monitor project progress and evaluate results. Advise management on how to make optimal use of system features.
2. Engage units across the campus in the pursuit of strategic scholarly communication initiatives including the acquisition, management, and preservation of digital assets. Advocate use of technology for scholarly communication to faculty, staff, administrators, the public and academic collaborators.
3. Play an essential role with the integration of scholarly publishing technologies and processes with digital library development, especially related to repository developments. Oversee the development of scholarly communication applications with the development of other library applications.
4. Conceptualize, actualize, and assess special initiatives in coordination with the Director of Libraries. Investigate and promote the Library's involvement and position with various campus and consortial entities. Work with the appropriate parties, developing, scheduling, promoting and implementing library initiatives. Design and conduct programs as needed.

5. Provide consultation on University policies and legal and regulatory issues related to intellectual property and sponsored research as they relate to the university's scholarly communication initiatives.
6. Chair the Repository Advisory Group and participate in other Repository Committees ex officio.
7. Serve as a member of the Library's Senior Administrative Group
8. Maintain contacts with appropriate on-campus and off-campus agencies in order to maintain current on new developments in appropriate technologies. Collaborate with library departments, the University of Massachusetts Press, and campus centers focused on research, digital libraries, and scholarly publishing.
9. Develop and maintain appropriate reports, documentation and records.
10. Work cooperatively and collaboratively with other staff to coordinate scholarly communication education and training with programs undertaken by the Libraries and its various collaborative partners.
11. May be asked to represent the U Mass Amherst Library at selected meetings and conferences.
12. Perform other related duties as assigned.

QUALIFICATIONS: *Please indicate in a general way the knowledge, abilities, skills, education and experience necessary for any individual to assume this position. It is not the objective of this section to list any one person's specific personal traits and training. It is important to indicate, also, what degree of competence would be required (i.e., considerable education, extensive experience, working knowledge, etc.) to perform the duties and assume the responsibilities typical of this position.*

1. Master's degree in library science – or equivalent degree – from a program accredited by the American Library Association, or its appropriate equivalent in librarianship from another country, or have appropriate equivalent experience.
2. At least ten years of experience in an academic and/or research library environment. Substantial experience working within complex library systems. Familiarity with the emergence of Institutional Repositories, including issues, policy matters, and strategies for securing appropriate content and an understanding of the changing nature of the scholarly communication environment. Experience with networked information environments and familiarity with digital imaging and database creation.
3. Excellent organizational and communication (oral and written) skills. Demonstrated ability to work effectively with culturally diverse faculty, students, and staff.
4. Excellent interpersonal skills including ability to foster a collegial work environment that encourages change and innovation; and ability to interact effectively and work productively, collegially, cooperatively, and collaboratively with a variety of individuals and groups in a changing environment.
5. Demonstrated skills in project management, consensus building and problem solving. Demonstrated experience building coalitions and maintaining collaborative relationships.
6. Commitment to collaborative work environment, and ability to set and adjust priorities in a library embracing advanced information technologies, work under pressure, be thorough and accurate, follow tasks and projects through to completion, meet deadlines, and work independently.
7. Demonstrated ability to deal with ambiguity, change and innovation.

UNIVERSITY OF MASSACHUSETTS
CAMPUS: Amherst

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Social Sciences Research Services Librarian

GENERAL STATEMENT OF DUTIES: Please provide a brief overview of the general functions of this position. Specific details of duties should be reserved for the Examples of Duties section.)

Serve as library liaison academic departments. Provide library orientation and discipline-based information literacy sessions for assigned social science areas at all degree levels. Prepare user guides, tutorials, and other information resource tools as needed. Offer appointment-based, in-depth research consultations. Provide point-of-need research assistance in-person, through phone, email, web and other technologies. Provide collection support for assigned social sciences subjects. Analyze usage and collections data to help inform library-wide collection decisions.

SUPERVISION RECEIVED: Please indicate the title, but not the name, of the administrative employee or employees responsible for supervision or direction of work; describe the divergent extents of authority of each, indicating the degree, priorities, and relationships of the supervision or direction, which could range from close supervision to supervision with considerable freedom.

Work under the general supervision of the head of Information Resources Management, and the functional supervision of the Coordinator, Acquisitions Unit. Be responsible to the Head of Research and Liaison Services for reference assignments.

SUPERVISION EXERCISED: Using descriptive non-numerical terms, identify the scope of supervision, training or direction exercised (i.e., whether the supervision is over a few employees, a small number of employees, a large number of employees, etc.); also, describe the degree of supervision, indicating whether close supervision or general direction is involved, and categorize the physical conditions under which the supervision is given, such as in a laboratory or an office. Supervision of student employees should not be included in this section, but may be listed under Examples of Duties, if applicable.

None.

EXAMPLES OF DUTIES: Please list and briefly describe several of the duties and responsibilities typically performed and assumed in this position. This list should not be restrictive but should be descriptive in such a manner as to provide concrete information representing examples of the actual work as well as the level of responsibility for the work being performed.

1. Serve as a liaison to designated academic programs, departments and centers. Engage in direct communication with faculty and students to learn about the needs, activities and trends in assigned liaison areas. Communicate information to faculty and students about the Libraries' services and information resources that support their curricular, learning and research needs. Compile and assess information received to identify curricular and research support opportunities and to inform the development and assessment of library services and resources.
2. Provide instruction to support disciplinary research. Work to incorporate appropriate technology into all contexts. Design and teach course-related information literacy sessions and/or credit classes in a classroom or web-based environment.
3. Prepare user guides, tutorials, and other online learning tools to support instruction and research in the social sciences. Develop scripts to be used in creating these tools.
4. Provide in-depth reference and research consultation to faculty and students in designated social sciences subject areas and education.
5. Incorporate trends in scholarly communication and emerging technologies into instructional and research support services.
6. Support subject collections in a changing research environment by applying specialized knowledge to the

selection, evaluation, and maintenance of library resources in designated subject areas of the social sciences. Manage and expend allocated acquisitions funds in a prudent and timely manner, according to established guidelines.

7. Analyze and actively share usage and collections data to help inform library-wide collection decisions.
8. Provide point-of-need research assistance to library users in-person, through phone, email, web and other technologies.
9. Maintain current awareness of scholarly literature and publishing trends.
10. Represent the Library at appropriate, selected professional meetings and conferences as requested.
11. May be asked to work evening and weekend hours.
12. Perform other related duties as assigned.

QUALIFICATIONS: Please indicate in a general way the knowledge, abilities, skills, education and experience necessary for any individual to assume this position. It is not the objective of this section to list any one person's specific personal traits and training. It is important to indicate, also, what degree of competence would be required (i.e., considerable education, extensive experience, working knowledge, etc.) to perform the duties and assume the responsibilities typical of this position.

1. Master's degree in library science from an American Library Association-accredited library and information studies program.
2. Minimum of fourteen years of experience in an academic or research library, including some collection development responsibilities.
3. Educational background in the social sciences. Graduate (Advanced) degree in subject desirable.
4. Working knowledge of at least one foreign language.
5. Thorough knowledge of the methods used in performing library research. Knowledge of scholarly literature and publishing trends.
6. Thorough knowledge of reference and information sources in all formats, especially those relating to the social sciences.
7. Thorough knowledge of educational and research programs of the University, especially in social sciences.
8. Fluency with data analysis, including the ability to identify and analyze appropriate information related to the Libraries' students and faculty, the University, higher education as well as trends in information discovery and delivery.
9. Strong user-focused service model that is responsive to and anticipates the distinctive needs of faculty, students and staff.
10. Excellent communication skills, both oral and written; strong interpersonal skills; ability to work effectively in a team environment and independently and ability to work collaboratively with campus partners.
11. Demonstrated ability to prioritize, organize and accomplish assigned work and produce needed outputs in a timely, efficient and effective manner.
12. Ability to establish and maintain harmonious working relationships.

OFFICIAL POSITION CERTIFICATION

This is a complete and accurate description of this position.

Date

Signature--Supervisor

Date

Signature--Director of Libraries

Date

Signature--Staff Member

North Carolina State University Libraries
Vacancy Announcement

Director, Copyright and Digital Scholarship

Between the mountains of the Blue Ridge and the shores of the Outer Banks lies North Carolina's Research Triangle of Raleigh, Durham, and Chapel Hill. One of the nation's premier concentrations of academic, corporate, and public research, the area combines moderate year-round temperatures, rolling hills, championship college athletics, and a rich diversity of cultural events. The Triangle consistently ranks high on lists of desirable American communities, including a recent rating by *Forbes* as the number-one place for business and careers and as one of *Money Magazine's* Best Big Cities. The North Carolina State University Libraries has been recognized as the first recipient of the Association of College and Research Libraries' *Excellence in Academic Libraries Award* for its teamwork, innovation, and continuous interaction with students and faculty to further the educational mission of NC State University. A major new science and engineering research library, the [James B. Hunt Jr. Library](#), is under construction and expected to open in 2012/13. It will be the social and intellectual nexus for NC State's Centennial Campus, a research and advanced technology community that includes the colleges of Engineering and Textiles, a variety of science and technology research centers, and more than 130 companies and government agencies.

The NCSU Libraries invites applications and nominations for the position of **Director, Copyright and Digital Scholarship** to manage its Copyright and Digital Scholarship Center. The Center provides services, resources, and guidance for the university community in matters relating to the creation, dissemination, and use of knowledge. The emphasis is on fostering sustainable models of scholarly communication, providing guidance on copyright in teaching and research, and creating new forms of digital scholarship and access.

Responsibilities

The **Director, Copyright and Digital Scholarship** leads a dynamic program that engages faculty, staff, and students in initiatives to maximize the dissemination and impact of the university's scholarship and knowledge resources. In this highly visible position, the incumbent provides guidance to the NC State community on scholarly communication matters. The Director serves as a resource on local and national policy to help the university community stay informed and involved with the changing landscape for scholarly work and publication. The incumbent works in close consultation with the university's Office of General Counsel, Copyright Committee, Provost's office, and Distance Education and Learning Technology Applications unit (DELTA). He or she collaborates with colleagues throughout the Libraries, providing leadership for digital scholarship and publishing initiatives, and guidance on fair use and other copyright issues related to library collections and services. He or she participates in library planning and serves on library-wide and university committees, task forces, and teams. NCSU Librarians are expected to be active professionally and to contribute to developments in the field. Reports to the Associate Director for Collections and Scholarly Communication.

Qualifications

Required: ALA-accredited MLS or equivalent advanced degree in a relevant discipline (e.g., J.D.)
Relevant professional experience, including experience with scholarly communication and research

dissemination. Knowledge of digital publishing and digital repositories as applied to the creation, dissemination, and use of digital information resources. Demonstrated expertise with relevant legal and regulatory issues associated with intellectual property and copyright. Demonstrated ability to represent the interests of the academy in scholarly communication issues. Knowledge of licensing issues as applied to library collections. Excellent oral and written communication skills; excellent interpersonal skills; and ability to work effectively with faculty, students, and academic administrators. A record of ongoing professional development and contribution.

Preferred: ALA-accredited MLS plus J.D. Experience writing proposals and participating in grant activities.

The University and the Libraries

Recognized as one of the nation's leading universities in science and technology, with strong programs in the humanities and social sciences, NC State offers degrees through the Colleges of Agriculture and Life Sciences, Design, Education, Engineering, Humanities and Social Sciences, Management, Natural Resources, Physical and Mathematical Sciences, Textiles, and Veterinary Medicine. As the largest academic institution in the state, NC State enrolls more than 33,000 students and offers doctoral degrees in 61 fields of study. The university is ranked 4th in industry research funding and 9th in total research expenditures among universities without medical schools. With more than 660 active patents, NC state is ranked 9th among U.S. universities in patent production, quality, and strength. NC State is a national leader in networking technologies and a charter member of the North Carolina Networking Initiative (NCNI), an Internet2 initiative with the most advanced operational networking system infrastructure in the nation.

The library system (<http://www.lib.ncsu.edu/>) consists of a central library and branch libraries for design, natural resources, textiles, and veterinary medicine. With a staff of 260+ FTE, the Libraries has more than 4 million volumes in its collection, acquires more than 62,000 print and electronic serials, and has a total annual budget of over \$25 million, with approximately \$9.5 million allocated to collections. The Libraries is the host site for NC LIVE (North Carolina Libraries for Virtual Education), a multi-type library initiative, making digital resources accessible to North Carolina residents.

The NCSU Libraries is a member of the Association of Research Libraries, the Digital Library Federation, the Coalition for Networked Information, the Scholarly Publishing and Academic Resources Coalition, the Council for Library and Information Resources, and the Center for Research Libraries. Duke University, the University of North Carolina at Chapel Hill, North Carolina Central University, and North Carolina State University form the Triangle Research Libraries Network (TRLN), with combined resources exceeding 14 million volumes and collections budgets totaling more than \$30 million.

Salary and Benefits

The Libraries offers a highly competitive salary in recognition of applicable education and experience for this position. Librarians have non-tenure track faculty status (without levels of rank). Benefits include: 24 days vacation, 12 days sick leave; State of NC preferred provider medical insurance, and state, TIAA/CREF, or other retirement options. Additional and optional dental, life, disability, deferred compensation, and legal plans are offered. Tuition waiver program for all campuses of The University of North Carolina is available. More benefits information is available at <http://www7.acs.ncsu.edu/hr/benefits/>

Application process and schedule

Applications will be reviewed upon receipt; applications will be accepted until finalist candidates are selected. Candidates are encouraged to apply as soon as possible to receive full consideration. The

POSITION DESCRIPTION

**HEALTH SCIENCES LIBRARIAN
SIU CARBONDALE
LIBRARY AFFAIRS**

Appointment: Assistant/Associate Professor, full-time, 12-month, continuing (tenured or tenure-track)

Environment: Library Affairs provides comprehensive library services to the Southern Illinois University Carbondale population of 18,500 students in beautiful Southern Illinois. Morris Library, the primary facility, was completely renovated and reopened in 2009. The building currently features over 200 computers, laptops to borrow, 14 study rooms, and two computer classrooms. Two additional floors that will feature highly flexible, technology-rich, collaborative spaces are under construction and will open in 2014. The building houses nearly three million volumes, three and a half million microforms, and 43,000 currently-received periodicals and serials, as well as strong collections of online databases, maps, films, DVDs, and sound recordings. Morris Library is a selective U.S. Federal Depository Library and an Illinois State Depository Library. As the center for academic support services on campus, Morris Library hosts SalukiTech (technology and computer support), the University Honors Program, the Writing Center, Learning Support Services, Testing Lab, Math Lab, and Center for Teaching Excellence. Morris Library is a member of the Association of Research Libraries, Coalition for Networked Information, Consortium of Academic and Research Libraries in Illinois, Scholarly Publishing and Academic Resources Coalition, and Greater Western Library Alliance. Librarians at SIU Carbondale are faculty and are covered by collective bargaining.

Responsibilities:

Under the general direction of the Head of Reference and Instructional Services, the Health Sciences Librarian:

- Provides reference, instruction, and library services to the University community.
Responsibilities include:
- Assists patrons at the Information Desk with research and reference questions, including limited nights and weekends
- Helps patrons to identify and locate library materials and resources using both print and electronic resources – in person, via email, or online
- Teaches the general use of the Library's resources and technology as appropriate
- Serves as the subject specialists and liaison to departments in the Health Sciences and other appropriate academic departments
- Provides formal and informal instruction in library usage for these departments
- Assists with subject-specific research queries in areas of expertise
- Serves as contact between Morris library and the School of Medicine's Medical Resource Center on the Carbondale campus
- Provides outreach services to off-campus students and faculty involved in all Distance Education programs
- Participates in the library's scholarly communication initiatives, including the population of the Institutional Repository
- Maintains service contributions to Library Affairs, the University, and the profession
- Continues to develop in librarianship and subject specialty through research contributions, conference and/or workshop attendance, and other educational activities
- Performs other appropriate duties

Required Qualifications:

- ALA-accredited master's degree in Library Science
- Familiarity with reference sources in an academic library
- Demonstrated skills in instruction and development of effective teaching materials
- Knowledge of or coursework in one of the Health Sciences
- Working knowledge of a wide variety of information technology applications and proficiency in the use of general and subject-specific print and electronic reference resources
- Demonstrated strong interpersonal and communication skills, both oral and written
- Ability to organize work and meet deadlines
- Interest and potential to meet established Library Affairs criteria for promotion and tenure, including professional service and published research

Incumbent

Date

Supervisor

Date

Dean, Library Affairs

Date

POSITION DESCRIPTION

**SIU CARBONDALE
LIBRARY AFFAIRS**

Title of Position: Lecturer (Science Librarian)

Appointment: Lecturer, full-time, 12 month, term, renewable, Non-Tenure-Track

Responsibilities: Under the general direction of the Associate Dean for Information Services and responsive to input from the Dean of Library Affairs, the Science Librarian provides reference, instruction, liaison, collection development, outreach, and general library services to the University community. Specific responsibilities include:

- Assists patrons at the Information Desk with research and reference questions, including limited nights and weekends. Provides general reference service via face-to-face, online, email, chat, phone, and consultation means.
- Instructs students and faculty in the use of library resources and technologies, as well as in information access, evaluation, and management in face-to-face and online settings as appropriate. Assists in the development of instructional curricula (including for credit and non-credit courses), online learning modules, web pages, user guides, and assessments.
- Serves as subject specialist and liaison to departments covering Science disciplines, providing formal and informal instruction in library research for these departments. Assists with subject-specific research queries in areas of expertise. Identifies opportunities for outreach and strategic partnerships with specific SIU departments based on expertise.
- Assists with student recruitment, orientation, and retention strategies.
- Selects monographs and recommends other resources for science disciplines. Participates in other collection development activities as needed.
- Participates in the library's scholarly communication initiatives, including the population of the Institutional Repository.
- Serves on library and university committees.
- Other duties and responsibilities as assigned.

Required Qualifications:

- ALA-accredited master's degree in Library Science (MLS) awarded by date of appointment.
- Bachelor's degree in a science or engineering discipline.
- Proficiency in the use of general and subject-specific reference resources and in conducting library research.
- Experience creating web-based guides and tutorials (e.g., LibGuides).
- Working knowledge of a wide variety of information technology applications (e.g., Microsoft Office) and databases.
- Excellent interpersonal and oral and written communication skills.
- Demonstrated strong organizational skills, including the ability to manage projects, and multiple tasks while meeting deadlines and solving problems in a complex and dynamic environment.
- A strong customer-service orientation.
- Demonstrated ability to work independently and collaboratively with diverse faculty, staff, and students in a rapidly-evolving, team-oriented environment.

Preferred Qualifications:

- Additional master's degree in a science or engineering discipline.
- Speaking, reading and writing knowledge of a second language.
- Experience working in an academic library.
- Teaching experience.
- Collection development experience.
- Familiarity with online learning management systems and tools.
- History of working with diverse populations and college students.
- Experience writing, obtaining, and managing grants.

Incumbent

Date

Associate Dean for Information Services

Date

Dean of Library Affairs

Date

POSITION DESCRIPTION

**NATURAL SCIENCES LIBRARIAN
SIU CARBONDALE
LIBRARY AFFAIRS**

Appointment: Assistant/Associate Professor, full-time, 12-month, continuing (tenured or tenure-track)

Environment: Library Affairs provides comprehensive library services to the Southern Illinois University Carbondale population of 18,500 students in beautiful Southern Illinois. Morris Library, the primary facility, was completely renovated and reopened in 2009. The building currently features over 200 computers, laptops to borrow, 14 study rooms, and two computer classrooms. Two additional floors that will feature highly flexible, technology-rich, collaborative spaces are under construction and will open in 2014. The building houses nearly three million volumes, three and a half million microforms, and 43,000 currently-received periodicals and serials, as well as strong collections of online databases, maps, films, DVDs, and sound recordings. Morris Library is a selective U.S. Federal Depository Library and an Illinois State Depository Library. As the center for academic support services on campus, Morris Library hosts SalukiTech (technology and computer support), the University Honors Program, the Writing Center, Learning Support Services, Testing Lab, Math Lab, and Center for Teaching Excellence. Morris Library is a member of the Association of Research Libraries, Coalition for Networked Information, Consortium of Academic and Research Libraries in Illinois, Scholarly Publishing and Academic Resources Coalition, and Greater Western Library Alliance. Librarians at SIU Carbondale are faculty and are covered by collective bargaining.

Responsibilities:

Under the general direction of the Head of Reference and Instruction Services, the Natural Sciences Librarian provides reference, instruction, and library services to the University community.

Responsibilities include:

- Assisting patrons at the Information Desk with research and reference questions, including limited nights and weekends
- Helping patrons to identify and locate library materials and resources using both print and electronic resources – in person, via email, or online
- Teaching the general use of the Library's resources and technology as appropriate
- Serving as the subject specialist and liaison to departments in the Natural Sciences and other appropriate academic departments
- Providing formal and informal instruction in library usage for these departments
- Assisting with subject-specific research queries in areas of expertise
- Participate in the library's scholarly communication initiatives, including the population of the Institutional Repository
- Maintaining service contributions to Library Affairs, the University, and the profession as appropriate
- Continuing to develop in librarianship and subject specialty through research contributions, conference and/or workshop attendance, and other education activities
- Performing other appropriate duties

Required Qualifications:

- ALA-accredited master's degree in Library Science
- Familiarity with reference sources in an academic library
- Demonstrated skills in instruction and development of effective teaching materials

- Knowledge of or course work in one of the Natural Sciences
- Working knowledge of a wide variety of information technology applications and proficiency in the use of general and subject-specific print and electronic reference resources
- Demonstrated strong interpersonal and communication skills, both oral and written
- Ability to organize work and meet deadlines
- Interest and potential to meet established Library Affairs criteria for promotion and tenure, including professional service and published research

Incumbent

Date

Supervisor

Date

Dean, Library Affairs

Date