

Job Descriptions

UNIVERSITY OF ROCHESTER LIBRARIES
Head, Collection Development

THE UNIVERSITY OF ROCHESTER LIBRARIES

CLASSIFICATION DESCRIPTION

TITLE: Librarian III – Head, Collection Development

DATE: NEW/REVISED: Revised 5/2015 **SUPERSEDES:** **CODE:** 1707 **GRADE:** 00

SUPERVISED BY: Assistant Dean Scholarly Resource Management

Position Summary Statement:

Provides leadership and direction for the overall formulation of a comprehensive collection development and management program for the River Campus Libraries. Works closely with outreach librarians, faculty, Library administration, and University administration to ensure the best use of Library material funds in supporting the teaching and research mission of the University. Is responsible for the River Campus Libraries' \$6 million-plus materials budget, and the planning, policies, procedures, and strategies which govern an effective collection development and management operation. An in-depth knowledge of the interdependence of electronic and traditional resources, and the balance between local ownership and external access, is essential for this position. Reports to the Assistant Dean for Scholarly Resource Management.

Typical Duties:

Administration 30%

- Formulates overall collection development and management policies
- Maintains current awareness of University programs and the teaching and research needs of individual academic departments
- Allocates all material funds in consultation with constituency, Library administrators and outreach librarians.
- Establishes guiding principles to achieve the best use and balance of River Campus material funds
- Projects expenditures
- Projects price trends of serials and monographs in all formats
- Determines the data needed to produce the analytical reports for a successful and comprehensive collection development/management program
- Compiles and disseminates analytical reports
- Writes policies and procedures to guide the River Campus collection development/management program
- Serves as outreach librarian, if appropriate

Coordination 30%

- Coordinates and directs outreach librarians' collection development and management activities/responsibilities
- Works with outreach librarians to achieve balances selection/deselection strategies
- Trains new outreach librarians in collection development/management processes
- Works with outreach librarians in planning formal assessments of discrete subject collections
- Participates with the unit supervisor in contributing to outreach librarians performance evaluations by assessing outreach librarians' collection development and management activities
- Collaborates with outreach librarians in collection development activities involving academic departments
- Coordinates large purchases across disciplines
- Plans joint purchases with other institutions and consortia
- Participates with academic departments and outreach librarians in accreditation studies of UR academic departments
-

Coordination with Head of Acquisitions 10%

- Reviews and analyzes periodic fund reports
- Monitors expenditures
- Assures that the materials funds are spent by the end of each fiscal year

UNIVERSITY OF ROCHESTER LIBRARIES

Head, Collection Development

- Analyzes the effectiveness of River Campus approval plans
- Negotiates licenses and contracts
- Monitors vendor performance

Coordination with Other Library Units 10%

- Integrates and coordinates collection development-related programs with various Library units and teams
- Coordinates materials work flow with Serials and Monograph Acquisitions, Metadata and Preservation
- Works closely with the appropriate staff in collection development matters which affect the creating of policies and procedures to acquire, provide access, and maintain electronic publications for the River Campus Libraries
- Coordinates collection development activities with the Assistant Dean for Rare Books, Special Collections and Preservation, the Head of Outreach, Learning and Research Services, the Director of the Carlson Science & Engineering Library, Head of the Art and Music Library

Professional Activities 10%

- Follows current developments and improves knowledge in areas of responsibility
- Active in professional organizations
- Contributes to developments in multimedia resources & services
- Represents the River Campus Libraries at national, regional, and local organizations
-

Participation in Library-Wide Activities 10%

- Participates in library-wide planning activities
- Serves on Library-wide and University-wide committees as appropriate
- Participates in library governance with other department heads

Machines and Equipment Used:

Personal computers

Supervision and Direction Received:

Assistant Dean for Scholarly Resource Management

Qualifications:

Required:

Master's Degree in Library Science from ALA-accredited Library School
2 years post-MLS experience in academic library (public service preferred)
Experience working with computer-integrated media resources
Knowledge of current and emerging technologies and the use of multimedia in an academic and research environment
Demonstrated organizational and managerial skills
Proven evidence of strong communication and presentation skills in individual and group situations

Note: This document describes typical duties and responsibilities and is not intended to limit management from assigning other work as required.

RIVER CAMPUS LIBRARIES



Outreach Librarian, Biology/Sciences

POSITION TITLE: Outreach Librarian, Biology/Sciences

POSITION CLASSIFICATION: Library Professional II

DEPARTMENT: Carlson Science & Engineering Library

STATUS: Full-time

DATE: May 2015

POSITION SUMMARY:

The Outreach Librarian, Biology/Sciences supports scholarly pursuits of the faculty, staff, and students of the Biological Sciences and other science departments; actively participates in the research, teaching, and learning processes of assigned departments and programs; builds strong relationships with faculty and other campus professionals across the institution; provides face-to-face and virtual reference and consultation services in support of our Q&i service model; engages and collaborates with faculty, students, and staff around current and emerging digital technologies for learning and research; supports a dynamic, student-centered research environment that encourages inquiry, critical thinking, and creativity; develops high quality digital and print collections; develops an understanding of the data needs of science departments and works with the Data Librarian to meet their data management, curation, and visualization needs. The incumbent will have expertise and experience in one or more of the following areas: instructional design and delivery; assessment; scholarly communication and publishing; e-content, including e-books; intellectual property and copyright. The Outreach Librarian, Biology/Sciences reports to the Somerville Director, Carlson Science and Engineering Library.

A. Areas of Responsibility

Support for Research and Scholarship: 35%

- Provides expert research consultation and discovery services in support of learning, teaching, and scholarship.
- Applies subject and disciplinary knowledge to foster relationships with students and faculty.
- Works with faculty, students and library staff to develop projects using scholarly resources, technologies and tools supporting research and scholarship
- Provides guidance on intellectual property and copyright matters

Support for Learning and Teaching: 35%

- Provides information literacy instruction to help students develop as critical and effective users of information
- Creates effective learning objects in support of the curriculum and River Campus Libraries information literacy instruction activities
- Works with faculty to identify and integrate appropriate information resources in the curriculum
- Assists students in identifying appropriate scholarly resources related to course assignments and research

Scholarly Resources Management: 20%

- Collaborates with Scholarly Resources Management staff to develop high quality digital and print collections

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RIVER CAMPUS LIBRARIES



- Cultivates a deep understanding of the resource needs of faculty and students; regularly consults with faculty regarding library resources
- Participates in ongoing collection assessment and management activities
- Monitors collection development funds in assigned areas
- Collaborates with the Data Librarian to provide data management support

Miscellaneous Duties: 10%

- Maintains currency with library functions, resources, practices and procedures
- Participates in and contributes towards River Campus Libraries and University committees, meetings, and events
- Maintains professional collaborations with River Campus Libraries colleagues and other campus constituencies
- Contributes to the profession through active participation in conferences, associations, research, writing, etc.
- Performs other duties as assigned

B. Required Qualifications & Competencies

Specific to this position

- Post-graduate degree in the field of library and information science from an A.L.A. accredited institution, or significant expertise supported by substantial library career experience
- A degree or significant coursework in the sciences or biological sciences
- Knowledge of biology and bioinformatics resources
- Expertise and experience in one or more of the following areas: instructional design and delivery; assessment; digital scholarship; scholarly communication and publishing; e-content, including e-books; intellectual property and copyright.
- Prefer a minimum of two years' experience in an academic library environment
- Demonstrated success in working with faculty, students, and library colleagues
- Working knowledge of various assessment measurement systems
- Outstanding verbal, written, and presentation skills
- Self-starter who is comfortable with ambiguity
- Competent with a variety of technologies and devices
- Outstanding interpersonal skills and abilities and comfortable working in a team environment
- Commitment to diversity

River Campus Libraries Requirements:

- Strong commitment to building and nurturing positive relationships among users and colleagues with a proven ability to work in a collaborative environment
- Demonstrated assertiveness and diplomacy
- Proven willingness to pursue additional education and skills development to complement the learning environment reflected in a progressive academic setting
- Demonstrated organizational skills in a broad range of situations
- Collegial and contributory member of the team and of the River Campus Libraries as a whole
- User focused and committed to service excellence with all users
- Solution focused, identifying synergies and opportunities to benefit users
- Professional, organized and prepared

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RIVER CAMPUS LIBRARIES



TITLE – Senior Information Analyst (exempt)
FUNCTIONAL TITLE: Integrated Library System Coordinator
SUPERVISOR: Director of the Information Discovery Team
POSITION CODE: 1265 **GRADE:** 54
DEPARTMENT: Information Discovery Team
STATUS: Full-time
DATE: January 2016

POSITION SUMMARY:

Under the general direction of the Director of the Information Discovery Team, and in close collaboration with the members of the Information Discovery Team, the Integrated Library System Coordinator leads the development and maintenance of the Library Management System for the University of Rochester Libraries; provides technical expertise and advanced support in database management, systems analysis, applications development, and system integration for the Library Management System and related technologies that support the discovery of River Campus Libraries resources in support of teaching, learning, and research; and contributes to the development of new resource discovery systems to expose River Campus Libraries digital assets and licensed resources.

SPECIFIC RESPONSIBILITIES:

35% LMS Administration

- Manages governance, policies, and procedures of the Library Management System (currently Voyager) across a multi-campus/multi-library environment; participates in development and implementation of objectives and policies of the River Campus Library; and establishes and manages departmental procedures.
- Provides technical expertise and offers solutions and advice toward achieving optimum workflow efficiencies. Proactively seeks enhancements to Voyager functionality to improve cost effectiveness. Provides or sponsors training and/or awareness for library staff.
- Collaborates with others working in library automation to identify and assess common needs, recommend modifications to existing technologies, share tools and solutions, and keep up-to-date with professional and technical developments. Develops and maintains effective relationships with library automation vendors. Communicates needs and concerns of the Libraries to vendors and interprets the responses for library staff.
- Plans and implements complex software upgrades and new software module installations in collaboration with the Network Services Team, including defining project goals, developing a project plan, specifying tasks and timeline, and implementing the project Network Services Team. Coordinates projects (such as system upgrades and implementation of new features/components) across multiple IT departments, providing technical direction and guidance.

30% Data Management

- Oversees procedures to ensure data integrity. Facilitates extraction, clean-up, and conversion of data from the Voyager system to maximize accessibility of local metadata for use in other applications. Researches, tests, and implements software solutions for batch level record maintenance.
- Develops methods for importing, exporting and manipulating bibliographic and authority data. Coordinates and performs batch loading and batch level maintenance of records.
- Seeks seamless data exchange with campus information systems
- Uses data mining techniques to proactively support library goals and objectives.
- Designs management reports on demand and on an ongoing basis, such as financial reports,

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collection-focused use and cost analysis, ARL Statistics support, and on-demand institutional research support.

25% System Management, Development and Technical Support

- Oversees development, maintenance, and enhancement of the Voyager system, its web interfaces, and related software. Provides program specifications for new applications to serve user needs and business objectives of the Libraries. Designs and verifies all program logic for such applications.
- Provides advanced technical support to enhance and expand service to users and increase productivity of staff; researches, responds to, tracks and analyzes questions and problems from library staff in the use of Voyager and related software; determines and reconciles the causes of computer or program malfunctions, and develops creative solutions for system-related problems.
- Collaborates with Library and University IT organizations to maintain system functionality and integrity, establish and direct system best practices and operating standards, document server operations and procedures, foster interoperability of information systems, and provide technical support to staff and public.
- Collaborates with library personnel to identify, prioritize, and carry out needed Voyager system modifications and improvements. Manages system administration module to customize and manage Voyager system.

10% Professional Development

- Contributes to the organization by participating on committees both internally and externally.
- Participates in relevant professional networks related to library information technology.
- Keeps current with professional and technical developments and participates in relevant professional networks, attends and presents at relevant seminars and conferences.

LEADERSHIP & SUPERVISION:

none

MACHINES AND EQUIPMENT USED ON JOB

HP servers, storage units, and backup devices.

REQUIREMENTS:

Qualifications:

Required: Bachelor's degree in related discipline such as Computer Science or Information Technology; 3-4 years of related experience. Understanding of MARC Standards and relational database structures. Experience with ODBC tools, Perl/CGI or other web application interfaces. Familiarity with the Unix environment, SQL, HTML, XSL, JavaScript, Perl or other Unix scripting language.

Preferred: Master's degree in Computer Science or Information Technology preferred. Experience with library functions and workflows. Experience with library related information standards, eg. EDI, NCIP, SIP2, Z39.50, etc.

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UNIVERSITY OF TENNESSEE LIBRARIES

Collections Evaluation & Assessment Coordinator

University of Tennessee Libraries, Knoxville

Position Title: Collections Evaluation & Assessment Coordinator (Exempt Librarian position)

Position Summary:

The Collections Evaluation & Assessment Coordinator is responsible for designing, implementing and managing a systematic and sustainable collections assessment and evaluation program for the University of Tennessee Libraries. The Coordinator plans, designs, develops and implements library collection evaluation and assessment initiatives in close collaboration and consultation with the Libraries' collection stakeholders including the Head of Research Collections, the Head of Collections Logistics, the Research Collections Librarian for Technical Services, the Electronic Resources Librarian, and the Head of Acquisitions & Continuing Resources. The Coordinator works with Subject Librarians to evaluate and assess collections in their liaison areas, to identify their data needs, and to coordinate information about order requests, academic program review reports, and gift assessments. The Coordinator has prime responsibility for facilitating communication about and understanding of the interrelated initiatives and projects that assure Collections funds are being spent and collection management projects are successfully completed.

Responsibilities

Primary

- Responsible for designing and developing, implementing, and managing an ongoing assessment and evaluation program for the Libraries' print and electronic collections.
- Provides support for, facilitates and/or implements library collection evaluation and assessment initiatives in close collaboration and consultation with the Libraries' collection stakeholders (Head of Research Collections, Head of Collections Logistics, the Research Collections Librarian for Technical Services, the Electronic Resources Librarian, and the Head of Acquisitions & Continuing Resources).
Examples: a. Coordinates a serials/periodical cancellation project.
b. Assists the Head of Collections Logistics with a weeding/transfer project by communicating and working with Subject Librarians re. their role in the project.
- Responsible for the compilation and reporting of statistical data and working with the Libraries' Assessment Office for ongoing assessment of the Libraries' collections and collection-related programs.
Examples: a. Compiles collection usage statistics on a regular basis and make the statistics available to Librarians in a usable format.
b. Compiles and monitors statistics related to the Libraries' DDA program.
c. Provides relevant data from sources such as ILS, Alma Circulation, DDA, and vendor-supplied statistics to support collection analysis and development decisions.
- Manages the gift program/process for Research Collections and develops procedures for gift workflows.
Examples: a. Works with Subject Librarians in reviewing large gift collection.
b. Negotiates with Cataloging re. the disposition of a gift collection.
- Responsible for the development of the Libraries' report for Academic Program Reviews and Mid-Cycle Reviews.
Example: Works with a Subject Librarian on their part of the report, assuring their role with the academic department is accurately described.
- Coordinates order requests received by Research Collections.
Examples: a. Manages the "Suggest a Purchase" program.
b. Serves as the first point of contact for a Subject Librarian's request for new journal subscriptions and databases; acquires, compiles and communicates the necessary information for evaluation and purchase decisions.
- Identifies and assures the flow of appropriate information from and to Acquisitions & Continuing Resources.
Example: Manages the distribution of e-mails/communication received related to renewals, price increases, format changes, new resources, vendor/product updates, etc.
- Serves on the Libraries' Research Collections Advisory Group.
- Serves as a key member of the Libraries' assessment network.

UNIVERSITY OF TENNESSEE LIBRARIES
Collections Evaluation & Assessment Coordinator

- Attends the Subject Librarians' group meetings and Liaison meetings to contribute information related to Research Collections.

Secondary

- Assists with the management of the collections E and R funds.
- Oversees the online representation of the Research Collections Department.
Examples: a. Maintains the Research Collections Department's webpage.
b. Organizes the Department's SharePoint files.
- Assists with compiling content for the Department's "Friday Notes" newsletter.
- Assists as needed with special events and projects for which Research Collections is responsible.
Examples: a. the annual Faculty Bookplate event
b. the annual Lindsay Young Endowment Nominations

Professional Development

- Professional activities such as attending/presenting at conferences and publishing are supported and encouraged.
- Participating/engaging in continuing education opportunities are expected.
Example: a 6-weeks online course on "Fundamentals of Collection Assessment," sponsored by ALCTS in 2016

Direct Reports/Supervisory Responsibilities

- This position reports to the Head of Research Collections.
- This position supervises 1 non-exempt employee and 1 Student Library Assistant.

Qualifications (education, experience, job skills)

Required Minimum Qualifications

- MLS degree
- At least 5 years of academic library experience, three of which are related to collection development/management or technical services
- Experience with data analysis, usage statistics, and programs such as Alma Analytics
- Experience with integrated library systems
- Experience with Microsoft Office software (Word, Excel, PowerPoint)
- Experience working with vendors, publishers, and approval plans
- Supervisory experience

Job Skills

- Demonstrated ability to participate in complex projects in a team environment, meet deadlines, and to prioritize work in alignment with the service goals of the University and the Libraries
- Ability to present complex information in an understandable and usable manner
- Strong service orientation and commitment to user service and support
- Excellent interpersonal and communication skills

**Associate Director of Collection Development
Collection Development
Yale University Library
Librarian (II-IV)**

Schedule: Full-time (37.5 hours per week); Standard Work Week (M-F, 8:30-5:00)

Yale University offers exciting opportunities for achievement and growth in New Haven, Connecticut. Conveniently located between Boston and New York, New Haven is the creative capital of Connecticut with cultural resources that include two major art museums, a critically acclaimed repertory theater, state-of-the-art concert hall, and world-renowned schools of Architecture, Art, Drama, and Music.

The University and the Library

The Yale University Library, as one of the world's leading research libraries, collects, organizes, preserves, and provides access to and services for a rich and unique record of human thought and creativity. It fosters intellectual growth and supports the teaching and research missions of Yale University and scholarly communities worldwide. A distinctive strength is its rich spectrum of resources, including around 12.8 million volumes and information in all media, ranging from ancient papyri to early printed books to electronic databases. The Library is engaging in numerous projects to expand access to its physical and digital collections. Housed in eighteen buildings including the Sterling Memorial Library, the Beinecke Rare Book and Manuscript Library, and the Bass Library, it employs a dynamic and diverse staff of approximately five hundred who offer innovative and flexible services to library readers. For additional information on the Yale University Library, please visit the Library's web site at www.library.yale.edu.

Position Focus

The Yale University Library seeks an innovative librarian with an entrepreneurial ethos and a team-oriented approach to problem solving to fill a key operational position in its collection management structure. Reporting to the Director of Collection Development, the Associate Director of Collection Development will manage funds and provide oversight for collections management procedures as the library works to meet the teaching, research and learning mission of Yale University in a rapidly changing environment. The professional in this position will work with key stakeholders across the Yale University Library system, including subject specialists and staff from access services, technical services and library systems to articulate and implement collection management policies that best utilize library resources in an increasingly digital information environment.

Principal Responsibilities

1. Manage central collection development funds under the direction of the Director of Collection Development, including negotiating deals with vendors, soliciting the counsel of the Collections Steering Committee (CSC) and selectors to inform purchase decisions.
2. Implement a regular reporting structure for use of central funds to ensure transparency and compliance with university fiscal management guidelines.
3. Work with selectors, collection managers, technical services and assessment staff to devise criteria, including statistical metrics, to create a data-driven approach to inform library acquisitions and cancellation decisions.

4. Manage the internal training and education program for staff with collection development responsibilities.
5. Serve as a member of the License Review team.
6. Lead initiatives and special projects as assigned by the Director of Collection Development.
7. Represent, on occasion and as appropriate, the Yale University Library at meetings related to collection-building activities.

Required Education and Experience

Master's degree in Library Science from an American Library Association accredited Library school and two years of related experience. In selected instances, a post-graduate degree in a related discipline may be required or substituted for an MLS. Appointment to this rank is limited to three years at which time it is expected that the individual will develop necessary requirements to meet expectations of performance at the Librarian 3 level.

Required Skills and Abilities

1. Appointment at Librarian 3 requires five years of relevant professional library experience and demonstrated professional accomplishments. Appointment at the Librarian 4 level requires a minimum of eight years of relevant professional library experience and demonstrated professional accomplishments.
2. Demonstrated ability to work with an integrated library management system. Demonstrated ability to manage budgets, correspond and negotiate with vendors and publishers with regard to the acquisition of library materials.
3. Demonstrated ability in collection development methods and knowledge of academic publishing practices and trends.
4. Demonstrated ability to design and manage projects bringing them to a successful conclusion.
5. Excellent analytical skills. Excellent verbal and written communication skills and ability to work collaboratively across organizational units. Excellent quantitative skills and demonstrated proficiency in Excel.

Preferred Education, Experience and Skills

Experience working with Faculty, selecting materials and business/accounting expertise.

Salary and Benefits

We invite you to discover the excitement, diversity, rewards and excellence of a career at Yale University. One of the country's great workplaces, Yale University offers exciting opportunities for meaningful accomplishment and true growth. Our benefits package is among the best anywhere, with a wide variety of insurance choices, liberal paid time off, fantastic family and educational benefits, a variety of retirement benefits, extensive recreational facilities, and much more.

Applications consisting of a cover letter, resume, and the names and contact information of three professional references should be sent by creating an account and applying online at <http://www.yale.edu/jobs> for immediate consideration - the STARS req ID for this position is 19982BR. Please be sure to reference #19982BR in your cover letter.

Yale University

*Library Administrative Services
Administration
Development and Communication
Human Resources
P.O. Box 208240
New Haven, Connecticut 06520-8240*

*Campus address:
Sterling Memorial Library
130 Wall Street
Telephone: 203 432-1810
Fax: 203 432-1806*

Librarian for Assessment

Program Development & Research
Yale University Library
Librarian 1-3

Schedule: Full-time (37.5 hours per week); Standard Work Week (M-F, 8:30-5:00)

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Position Focus

The Librarian for Assessment provides leadership and vision for assessment, measurement, planning and analysis throughout the Yale University Library (YUL) and strives to ensure that these activities are integral parts of the Library's programs, services, and collections. The Librarian for Assessment oversees and participates in assessment efforts throughout YUL; serves as an internal consultant for data-gathering and assessment activities conducted by other Library staff; works with Library colleagues to analyze and report assessment data; represents the Library in campus, regional and national assessment efforts; evaluates the effectiveness of Library assessment efforts and how they support the mission and strategic goals of the Library and the University; and recommends ways to strengthen the Library's assessment and measurement programs. The successful applicant for this position must possess strong analytical skills, a firm understanding of Library services and work processes, and strong interpersonal and listening skills. This position reports to the Associate University Librarian for Program Development and Research.

Principal Responsibilities

1. Directs assessment efforts within the Yale University Library. Initiates assessment activities and provides consultation for assessment work done by other Library staff and departments. Promotes awareness and communication of other related assessment efforts within the Library, University, and externally.

2. Works with Library IT and other organizations within the University and external to it to gather and create tools that enable managers and staff to make data-driven decisions.
3. Works with the Director of Collection Development to research, design, and test methodologies for collection assessment appropriate to the needs of the Yale University Library.
4. Analyzes assessment-related data and communicates assessment activities and results to appropriate individuals and groups, including Library staff and the Yale campus community.
5. Develops and maintains expertise in assessment methods, techniques and best practices.
6. Establishes training and documentation programs for Library staff on use of appropriate assessment tools and methods.
7. Evaluates effectiveness of Library assessment activities on a regular basis and makes recommendations on ways to strengthen assessment work, including support needed. Develops and fosters a culture of assessment within the Library.
8. Contributes to the profession and represents the Library and the University in the academic, scholarly, and professional community. Responds to, collaborates with and participates as appropriate in other campus, regional and national assessment-related efforts.

Required Education and Experience

Master's degree in Library Science from an American Library Association accredited Library school. In selected instances, a post-graduate degree in a related discipline may be required or substituted for an MLS. Appointment to this rank is limited to two years at which time it is expected that the individual will develop necessary requirements to meet expectations of performance at the Librarian 2 level.

Required Skills and Abilities

1. Appointment to Librarian 2 requires a minimum of two years of professional library experience and professional accomplishments. Appointment at Library 3 level requires a minimum of five years professional experience and professional accomplishments appropriate to the rank.
2. Proven ability to use various database tools to provide staff with reports and information as requested, including using queries and scripting tools to display reports in web interfaces, with preference given to those with experience in a research library.
3. Proven ability to perform high-level business analytics, to interpret data, and to deliver quality analysis in a fast-paced environment, preferably within a research library environment.
4. Strong customer service orientation; excellent analytical, organizational, management, oral and written communication, and interpersonal skills. Demonstrated ability to work cooperatively with varied groups in a complex organization and to work collaboratively in a rapidly changing team environment.

Salary and Benefits

We invite you to discover the excitement, diversity, rewards and excellence of a career at Yale University. One of the country's great workplaces, Yale University offers exciting opportunities for meaningful accomplishment and true growth. Our benefits package is among the best anywhere, with a wide variety of insurance choices, liberal paid time off, fantastic family and educational benefits, a variety of retirement benefits, extensive recreational facilities, and much more.

Applications consisting of a cover letter, resume, and the names and contact information of three professional references should be sent by creating an account and applying online at <http://www.yale.edu/jobs> for immediate consideration - the STARS req ID for this position is **20111BR**. Please be sure to reference **#20111BR** in your cover letter.