

# Position Descriptions

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## POSITION DESCRIPTION

**DATE:**

**ACADEMIC UNIT:** University Libraries, Arizona State University

**DEPARTMENT:** Library Administration

**TITLE:** Marketing and Outreach Officer

**GENERAL SUMMARY:** Reporting to the Associate University Librarian, the Marketing and Outreach Officer is responsible for planning, administering, implementing and assessing library programs and services related to marketing, public relations and outreach. Oversees coordination of internal and external communications and activities such as orientations, presentations, public events, tours, brochures, and displays that promote library services and resources. Oversees coordination of effective library signage. This position is physically located on the Tempe campus, but will spend time working with all ASU Libraries on all campuses. Requires some evenings and weekends.

**ESSENTIAL FUNCTIONS:**

**Public Relations and Marketing**

- Works collaboratively with administrators of campus libraries to ensure that initiatives, activities, events and programs are communicated through appropriate and consistent external publications.
- Coordinates the writing and production of a variety of printed publications for the libraries, including effective and informative brochures and newsletters
- Writes, edits and manages library information available on the web site, including news items, email newsletters, and portions of the "brochure" part of the libraries web site.
- Coordinates responses for the online Suggestion Box.
- Participates in event planning for the libraries, coordinating with other library staff. Includes coordinating photography of major events, exhibitions and staff events for use in internal and external promotional campaigns.
- Develops relationships and provides material for both on and off campus media outlets
- Serves as an executive producer of multimedia content available through the Library Channel; includes identifying and developing content, determining release schedules and guiding dissemination.
- Serves on the Tempe campus Exhibits Committee in an ex-officio capacity.

**Outreach**

- Seeks out opportunities to involve the library in the life of the academic community and to market the library's services to them.
- Facilitates the Tempe campus Library Student Advisory Committee (LSAC); coordinates related communications across all campuses.
- Serves as a liaison to university entities and organizations as appropriate and as opportunity arises
- Coordinates New Faculty/Student Orientation activities for the libraries.

- Coordinates tours of the libraries to both ASU and community groups
- Administers the Parents Program Fund.

**Facilities**

- Oversees the development and display of effective library signage across all campuses.
- Oversees special event spaces

**Internal Communications**

- Serves as editor of the weekly staff newsletter
- Advises and assists ASU Libraries senior administrators with communication efforts.

**Other**

- Participates in the overall administration of the library as a member of the Library Services Council and the Library Administrative Council.
- Other duties as assigned.

**QUALIFICATIONS:**

**Required:**

- Master of Library/Information Science degree from an American Library Association (ALA) accredited program.
- Post MLS professional library experience.
- Experience working in a customer service industry.
- Demonstrated ability to communicate effectively.

**Preferred:**

- Effective verbal, written, and organizational skills.
- Supervisory experience.
- Project management experience.
- Experience promoting library services and resources to users.
- Experience using instructional technologies.
- Experience providing research assistance.
- Experience creating and editing Web pages.
- Ability to demonstrate creative, artistic and spatial design skills.
- Experience in design, graphic design or desktop publishing.
- Ability to work collaboratively.
- Ability to oversee projects.



**University at Buffalo**  
*The State University of New York*

*University Libraries*  
*Health Sciences Library*  
**Coordinator of Community Outreach Services**  
*Position Description*

As a tenured member of the faculty of the University at Buffalo Libraries, the primary assignment of the Coordinator of Community Outreach Services is at the Health Sciences Library (HSL), reporting to the Director of the HSL and working with the HSL Reference and Education Services team and other University Libraries faculty and staff in coordinating and providing community outreach services for individuals and groups outside of the University needing health information resources and services. Responsibilities focus on addressing the health information problems or needs of general and/or targeted community populations beyond the UB campuses and the development of services to facilitate effective access to, use and exchange of health information by these populations within the strategic goals of the HSL and University Libraries. Primary assignments include:

- Providing and helping to promote fee-for-service reference search services for law firms and other outside organizations that contract with the Health Sciences Library for this service, and coordinating the training of HSL reference/education librarians to provide backup for these services in your absence;
- Working to help lead and coordinate the HSL's participation in a New York *Go Local* Project to develop a comprehensive array of consumer health information resources on a Website linked to the National Library of Medicine's *MedlinePlus* Website, working closely with other HSL library faculty and staff to promote this resource to community groups, and supervising any additional staff hired with grant funding to implement this community health information resource;
- Working closely with the Western New York Library Resources Council, the Regional Medical Library for the Middle Atlantic Region of the National Network of Libraries of Medicine, and with other public libraries and agencies in this region to develop effective training, referrals and other health information resources and services, including *Go Local*;
- Serving as an adjunct member of the Reference and Education Services team of the HSL to help staff the reference desk and to take advantage of this team's expertise in the development and implementation of community outreach services;

- Investigating opportunities for additional targeted community outreach services and working with other HSL faculty and staff to develop specific project plans and funding strategies; and
- Serving on appropriate University Libraries and UB committees or task forces that compliment or strengthen the roles of the HSL Coordinator of Community Outreach Services and the roles of a member of the University Libraries faculty.

Further, as a member of the Libraries' faculty, the Coordinator of Community Outreach Services is responsible for meeting the criteria outlined in the *Criteria for Library Personnel Actions* as approved by the University President and Provost, effective (June 2006). These are available on the web at:

<http://libweb.lib.buffalo.edu/sw/services/hr/libcriteria.htm>. Briefly, those criteria are:

- competence in librarianship
- contribution to the libraries and their services
- professional contributions
- scholarly accomplishment
- effectiveness of University and community service

Unit support in terms of reasonable time and financial resources to accomplish these goals is assumed. Ultimately, the Conditions of Employment are governed by the State University of New York *Policies of the Board of Trustees*, available on the web at: [http://www.suny.edu/Board\\_of\\_Trustees/PDF/Policies.pdf](http://www.suny.edu/Board_of_Trustees/PDF/Policies.pdf) and the current agreement between United University Professions and the State of New York available on the web at: <http://www.uupinfo.org/contract/contract.html>.

Librarian Vacancies »

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## OUTREACH SERVICES LIBRARIAN

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The University of California, Irvine Libraries seek a creative and energetic Outreach Services Librarian to play a leadership role in the development, planning, promotion, delivery, and evaluation of the Libraries' outreach efforts. A major focus of the position is to manage the Libraries' School Partnerships in Research and Information Technology (SPIRIT) Program. The Outreach Services Librarian works closely with the campus Center for Educational Partnerships to coordinate the Libraries' participation in SPIRIT and a variety of other academic enrichment programs and serves as the contact person for area schools and other community groups seeking library orientations or instruction.

Reporting to the Head of the Education and Outreach Department, the Outreach Services Librarian works collaboratively with librarians and staff in the Education and Outreach Department and throughout the UCI Libraries.

### **Duties and Responsibilities**

The Outreach Services Librarian is actively involved in programs designed to fulfill the University of California system-wide goal to facilitate the academic transition of students from middle school, high school and community college to the university. The SPIRIT Program is an outreach effort that brings middle and high school students to campus and takes UCI librarians into the community in order to help students develop academic research skills and expose them to a university environment. The program targets local schools especially those serving populations which are under-represented in the University of California. The Outreach Services Librarian works with teachers to integrate information literacy skills into the school curriculum. Three fundamental goals of the program are 1) to teach information literacy and life-long learning skills, increasing students' confidence in their ability to locate and use information appropriately, 2) to facilitate access to, and use of scholarly electronic resources, 3) to prepare students to become eligible and competitive when applying for admission to the University of California, and to succeed academically as a university student. The Outreach Services Librarian provides administrative oversight of extramural funds obtained through grants and contracts in support of the SPIRIT Program and other outreach activities.

As an integral member of the Education and Outreach Department, the Outreach Services Librarian participates in a wide range of instructional activities directed toward non-traditional and underserved populations, K-12 schools, community college transfer students, and other community users of particular interest to the academic programs of UC Irvine. These activities include a summer science program for high-achieving high school students called COSMOS, Transfer Student Information Literacy Workshops, the Day at College Experience, and Teacher Information Literacy Institutes. The incumbent provides leadership to initiate partnerships with University of California, Irvine faculty who develop outreach programs involving undergraduates as well as middle and high school students. The Outreach Services Librarian also participates in other Education and Outreach Department initiatives including Welcome Week, Celebrate UCI, and the Libraries general education program which includes library instruction sessions for the lower division undergraduate courses, Writing 39C and Humanities Core. In addition, the Outreach Services Librarian participates in a variety of library committees, task forces, and teams. The position supervises student assistants.

### **Qualifications**

#### *Required:*

- Graduate degree in library science from an ALA-accredited institution or an equivalent combination of relevant advanced degree and library experience

- Strong understanding of the key issues and trends in the design and delivery of library instruction in support of the academic mission of the university
- Successful teaching experience
- Skills to develop relevant and engaging instruction materials in collaboration with others
- Skills to deliver educational materials in an effective and interesting manner
- Commitment to user-centered services
- Excellent communication and interpersonal skills
- Ability to effectively teach and work with middle and high school students
- Ability to work effectively in a team and in a dynamically changing environment
- Ability to work effectively with diverse constituencies
- Ability to effectively manage contract/grant funds
- Skill to write grant proposals
- Skill to negotiate terms of partnerships and extramural funding contracts
- Ability to supervise student assistants
- Ability to meet the University of California requirements for advancement and promotion

*Preferred:*

- Skill in developing, organizing, and maintaining web-based instructional resources
- Experience working with middle or high school students
- Experience developing, promoting and providing programs to non-traditional library users
- Familiarity with current and evolving information technologies
- Ability to create and maintain web pages to support instruction

**The Education and Outreach Department**

The Education and Outreach Department is responsible for leading an active, comprehensive instruction program which meets the needs of a growing campus and is responsive to the constantly changing environment of scholarly communication. The Department provides leadership for the Libraries' ambitious outreach and instruction programs, emphasizing research skills, information literacy, information technologies, and life-long learning. The Department of Education and Outreach has a lead role in the coordination, integration, and assessment of all library instruction activities, including subject-based, graduate, and professional school instruction. The Department provides professional development opportunities designed to improve the teaching skills of library staff members. The Department is responsible for identifying and developing partnerships with all campus units and also provides leadership in the area of outreach to the K-14 community. The Department operates in a collaborative, team-based environment and works closely with members of the Libraries' Reference and Collection Development Departments in order to fulfill its mission. There are 3 librarians (including the Department Head) and two library assistants in the department.

**The Libraries**

The UCI Libraries are committed to innovation and excellence and are in a major period of growth and change. The Libraries consist of the Langson Library, the Science Library, the Library Gateway Study Center, and the Grunigen Medical Library. The Langson Library primarily serves the Schools of Humanities, Arts, Social Sciences, Social Ecology, Business, the Department of Education, and Interdisciplinary Studies. The Science Library primarily serves the College of Health Sciences (including the School of Medicine) and the Schools of Biological

Sciences, Physical Sciences, Engineering, and Information and Computer Sciences. The Grunigen Medical Library serves the clinical needs of the Health Sciences at the University of California, Irvine Medical Center, located in Orange, 12 miles from the main campus.

The UCI Libraries have a staff of 273 FTE and an organizational structure that includes the use of teams in conjunction with departments. The library collection consists of over 2.7 million volumes, over 48,000 current serial titles, and an aggressively expanding electronic resources collection. The UCI Libraries are a member of the: Association of Research Libraries (ARL), California Digital Library (CDL), Coalition of Networked Information (CNI), Center for Research Libraries (CRL), Council on Library and Information Resources (CLIR), International Federation of Library Associations and Institutions (IFLA) and Scholarly Publishing & Academic Resources Coalition (SPARC).

#### **University of California, Irvine**

The University of California, Irvine, is nestled in over 1,500 acres of coastal foothills, five miles from the Pacific Ocean, between San Diego and Los Angeles. Founded in 1965, UCI is among the fastest-growing University of California campuses, with more than 25,000 undergraduate and graduate students and about 1,400 faculty members. UCI has had an extraordinarily rapid rise to distinction in its first forty years, including membership in the Association of American Universities, three Nobel prizes since 1995, and ranking in many surveys among the nation's best public universities.

Student enrollment is planned to reach 32,000 by 2014 accompanied by a proportional growth in faculty and staff. Nearly 60% of UCI students identify themselves as Asian American, African-American, Chicano/Latino, or Native American. The University offers 40 doctoral programs in addition to the M.D. UCI's academic programs are ranked nationally among the top universities; several doctoral programs are ranked in the top ten.

Librarians at the University of California, Irvine are academic appointees and receive potential career status at the time of their initial appointment. Librarians periodically receive administrative and peer review for merit increases based on the following criteria: 1) professional competence and quality of service within the Library; 2) professional activity outside the Library; 3) university and public service; and 4) research and other creative activity.

**Salary & Benefits:** Salary commensurate with qualifications and experience. Preferred appointment level: \$46,164 - \$68,892 (Assistant Librarian I - Librarian I). Consideration will be given to applicants with a wide range of years of experience, including qualified early career librarians. Librarians are entitled to two days per month of annual leave, thirteen paid holidays, and one day per month sick leave. The University has an excellent retirement system and offers a variety of group health, life, and disability insurance plans. Benefits are equal to approximately 40% of salary.

**Deadline for Applications:** Applications received by July 14, 2008 will receive first consideration, but applications will continue to be accepted until the position is filled.

**To Apply:** *Electronic applications are preferred.* Qualified applicants who wish to be considered for this position should send their application materials including: cover letter; complete résumé; and the names, e-mail addresses, and phone numbers of three references, with a statement of each reference's professional relationship to the applicant, to:

e-mail: [libhr@uci.edu](mailto:libhr@uci.edu)  
Library Human Resources  
UC Irvine, P.O. Box 19557  
Irvine, CA 92623-9557



confidential fax (949) 824-3270

Upon application, candidates should be in possession of proof of their legal right to employment in the U.S. In compliance with the Immigration Reform and Control Act of 1986, verification of legal right to work will be required between the time of final selection and hiring, and is absolutely essential in ultimately being hired.

This position description is listed on the UCI Libraries Web site at <http://www.lib.uci.edu/libraries/jobs/libvac.html>, with links to additional Web sites featuring campus and community information.

*The University of California, Irvine is an equal opportunity employer  
committed to excellence through diversity*

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UNIVERSITY OF COLORADO AT BOULDER LIBRARIES

## Planning and Promotions Librarian

Faculty Position Description  
January 2009

Reports to the Associate Director For Administrative Services, with responsibilities for:

- I. Planning
  - A. Plans and coordinates Libraries **promotional activities**
  - B. Supports Libraries **planning activities**, including program review/strategic planning, reporting requirements, and interdepartmental and/or cross-campus activities by request
- II. Promotions
  - A. Chairs the **Outreach Committee**
  - B. Serves as ex officio member of Libraries **Web Advisory Committee (WAC)**
  - C. Provides content for the Libraries **News & Events** page
  - D. Coordinates **communications** about the Libraries to campus constituencies, including via the Libraries web site, Buff Bulletins, Inside CU, events calendars, and other campus venues. Works with campus News Services to communicate to external constituencies. Supplies current information to campus publications; professional and commercial directories, etc.; and to the media. Responds to general surveys, questionnaires, etc. received by the Libraries.
  - E. Coordinates displays and **exhibits** in the Norlin lobbies
  - F. Coordinates **art shows** in the Norlin HotSpot, and third floor NW gallery and manages the libraries general **art collection**
  - G. Coordinates *collaborative events* sponsored or co-sponsored by the Libraries

Public Information, Public Events Planning and Publications PBA, (Events Planner), position number 0077456T, UHM Library Serv, (Manoa), temporary, NTE Jun-30-2009, Hamilton Library, general funds, available 06/08; renewal subject to funding availability and needs of department.

Duties: Provides production support to library administrators, including preparation of comparative statistical reports, preparation of powerpoint presentations, report drafting, spreadsheet preparation, and productivity reports. Supports the Library Administration in coordinating events planning and management. Supports the Library Administration in providing publicity and media relations for events and programs. Participates in event marketing by developing and distributing promotional materials as required. Manages, records and prepares reports on all event transactions and costs. Picks up and/or deliver items for events, including props, equipment, printed material, etc. Prepares post-event financial and evaluative reports as required. Works closely with the University Events Planning Office and the UH Foundation staff to carry out and coordinate events arrangements. Maintains the primary contact with event vendors, conference coordinators, caterers, and volunteer crews. Attends events both on and off campus to ensure that all required arrangements are in place. Prepares conference materials, tracks expenditures and revenues, collects fees as necessary and maintains necessary records for events. Coordinates hospitality arrangements, recruits and manages event volunteers and assists with event assessment and final reports. May supervise student assistants assigned to support library research activities. Makes extensive use of word processing, presentation, and publication software, database and spreadsheet software and file management software. Performs literature reviews, Internet searches and data gathering for administrative decision-making. Provides office support to the Library Administrative Office when necessary.

Minimum qualifications: Baccalaureate degree in Communications, Public Relations, Journalism or related field and 1 year of progressively responsible professional experience with responsibilities for coordination and management of special events; or equivalent education/training or experience. Functional knowledge of principles, practices and techniques in public event planning and management, including planning and managing an events project within a specified budget, demonstrated by knowledge, understanding and ability to apply concepts, terminology. Functional knowledge and understanding of principles, theories, federal and state laws, rules, regulations and systems associated with events planning and management. Demonstrated ability to recognize problems, identify possible causes and resolve the full range problems that may commonly occur in the process of planning, staging, managing and evaluating the effectiveness of hosted events, including managing the personnel and communications issues that might result from a need to coordinate with a wide variety of people. Demonstrated ability to understand oral and written documentation, write reports and procedures, and communicate effectively in a variety of situations. Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team members and individuals. Demonstrated ability to operate a personal computer and apply word processing software. Demonstrated ability to operate

spreadsheet, publication, presentation, database, and/or file management software. Valid Driver's license.

Desirable qualifications: Previous successful experience working in an events management and/or public relations environment.

Pay range: PBA, \$2,938/mo.

To apply: Submit cover letter indicating how you satisfy the minimum and desirable qualifications, UH Form 64 (standard format) (large format), names of 3 professional references, and resume to Personnel Officer. Official transcripts (copies acceptable; however, official transcripts will be required upon hire). All applications must be postmarked by the closing date.

Application address: University of Hawai'i at Manoa Library, 2550 McCarthy Mall, Honolulu, HI 96822.

Date posted: May-14-2008

Closing date: May-30-2008

The University of Hawaii is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, sexual orientation, status as a protected veteran, National Guard participation, breastfeeding, and arrest/court record (except as permissible under State law).

Employment is contingent on satisfying employment eligibility verification requirements of the Immigration Reform and Control Act of 1986; reference checks of previous employers; and for certain positions, criminal history record checks.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, annual campus crime statistics for the University of Hawaii may be viewed at: <http://ope.ed.gov/security/>, or a paper copy may be obtained upon request from the respective UH Campus Security or Administrative Services Office.

In accordance with Article 10A of the unit 08 collective bargaining agreement, bargaining unit members receive priority consideration for APT job vacancies. As a result, external or non BU 08 applicants may not be considered for some APT vacancies. BU 08 members with re-employment rights or priority status are responsible for informing the hiring unit of their status.

Public Information, Public Events Planning and Publications PBB, (Communications Officer), position number 78785T, UHM Library Serv, (Manoa), temporary, NTE Jun-30-2009, Hamilton Library, general funds, available 06/08, renewal subject to funding availability and needs of dept.

Duties: Serves as the University Librarian's advisor on all external communications issues. Maintains working relationships with external media representatives and with officials in the Manoa Chancellor and UH System offices. Receives and responds to inquiries from the media, answering questions directly or referring media to appropriate Library or University officials. Develops a library marketing plan in support of strategic initiatives. In cooperation with Library staff, coordinates promotion of library programs and events to area media. Monitors and manages media placement. Creates and implements a communications and publications plan for internal and external audiences. Prepares and disseminates news releases, newsletter articles, speeches and other information for senior administrators. Works with appropriate Library staff to review and update the Library's Web site format, develop PowerPoint and other presentation materials and use of other electronic and video communication devices such as digital video information screens. Maintains timely and effective communications, liaison and rapport with library staff and the media in order to obtain and provide information to the public. Works with Library and other University departments to develop programs and exhibits and represents the UHM Library in those partnerships. Maintains a UHM Library media database. Maintains currency with the latest technologies for communicating with various media. Serves on university committees as needed and attends university functions on behalf of the UHM Library. May supervise temporary staff or interns.

Minimum qualifications: Baccalaureate degree in Journalism, Communications, Public Relations or related field and 5 year(s) of progressively responsible professional experience with responsibilities for public relations, journalism, marketing or communication; or equivalent education/training or experience. Considerable working knowledge of principles, practices and techniques in the journalism, media and public relations as it relates to education as demonstrated by the broad knowledge of the full range of pertinent standard and evolving concepts, principles and methodologies. Considerable working knowledge and understanding of applicable federal and state laws, rules, regulations and theories and systems associated with journalistic ethics. Demonstrated ability to resolve wide ranging complex problems through the use of creative reasoning and logic to accurately determine the cause of the problems and the resolution of the problems in an effective, innovative and timely manner. Demonstrated ability to interpret and present information and ideas clearly and accurately in writing, verbally and by preparation of reports and other materials. Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals. Demonstrated ability to operate a personal computer and apply word processing software. For supervisory work, demonstrated ability to lead subordinates, manage work priorities and projects, and manage employee relations. Any equivalent combination of education and/or professional work experience which provides the required education, knowledge, skills and abilities as

indicated. Knowledge of effective methods of promotion of services and programs to achieve library objectives. Knowledge of editorial principles and practices as they pertain to the preparation of informational publications, videos and electronic materials. Demonstrated ability to assimilate information from a variety of sources, analyze information, and translate library technical information and terminology into language that can be understood by persons unfamiliar with such information. Demonstrated ability to write and edit news releases, articles and speeches and to adapt them to various audiences, including the general media. Demonstrated ability to function in a highly professional manner, exercising complete confidentiality and discretion at all times. Demonstrated ability to convert basic ideas into items of interest to the media and the general public. Demonstrated ability to establish and maintain effective working relationships with government officials, community leaders, students, faculty, administrators and the general public.

Desirable qualifications: Masters degree in Journalism, Communications, Library Information Science, Business or related field. Experience as a professional journalist in an education related field. Previous experience in an academic library setting. Familiarity and experience with standard editing practices following the Chicago Manual of Style, Hawaiian language dictionary and other style guides.

Pay range: PBB, \$3,582/mo.

To apply: Submit cover letter indicating how you satisfy the minimum and desirable qualifications, official transcripts, UH Form 64 (standard format) (large format), names of 3 professional references, and resume to Personnel Officer. Official transcripts (copies acceptable; however, official transcripts will be required upon hire). All applications must be postmarked by the closing date.

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**Assistant to the Dean for Collaborative Initiatives**  
**Kansas State University Libraries**  
**Position Description and Goals**

**Context**

Reporting to the Dean of Libraries, the Assistant to the Dean for Collaborative Initiatives is expected to develop relationships in a broad spectrum of initiatives that will enable the libraries to be responsive and flexible in successfully meeting emerging and future user needs, particularly in areas of research. Increasingly, these activities may not be typical of those traditionally conducted by libraries and may not readily be associated with a single subject area. Facilitation and cross-disciplinary coordination by a capable individual is needed to ensure that librarians and library resources and technologies are appropriately integrated into collaborative initiatives.

**Core Position Duties**

*Identify needs and opportunities for library participation in collaborative research initiatives within and outside of Kansas State University.*

*Plan, organize and provide leadership for efforts to integrate librarians and library resources and technologies into appropriate productive collaborative efforts with a number of potential partner constituencies.*

*Work with the Dean of Libraries, and appropriate library leadership and partner leadership, to prepare plans and proposals seeking budgetary and human resource support for the advancement of pertinent collaborative initiatives.*

*Contribute to and communicate with the Library Leadership Council, Graduate Council, and University Library Council in matters relating to collaborative initiatives.*

*Coordinate as needed with library development officer and grants coordinator.*

*Monitors state and federal legislation that impacts university research initiatives and library and information policy.*

*At the direction of the Dean, represents the Dean and Kansas State University Libraries in selected College, University, Legislative, Professional Association, Development, Diversity and other matters.*

*Contributes to the profession through publications, formal presentations, and participation in relevant professional associations.*

**Initial Targets for Collaborative Initiatives:**

*Kansas State University*

- Campus Research & Instruction Entities
  - Food Safety & Security
  - Sociology/Biology/Federal Agri-terrorism project
  - Military History
  - International Programs
  - Targeted Excellence Programs
- Campus-based Commercial Entities
  - NISTAC
  - BioSecurity Center
  - Nanoscale Materials
  - KTEC
  - K-State “commercial”
- Graduate School and Research Office
- Government Relations Office

*Other Communities*

- Diversity Related Initiatives- selected interdisciplinary and collaborative projects
  - Buffalo Soldiers
  - Tribal College
- Government/Military Initiatives
  - Eisenhower Library
  - Fts. Riley and Leavenworth

*Educational Requirements*

MLS from an ALA-accredited institution (or equivalent from outside of the United States). Additional advanced degree preferred.

*Required Qualifications*

- Strong leadership capability and experience in collection development and/or reference and instructional services.
- Knowledge of issues and trends in scholarly communications and university research, particularly as they impact library collections and services and present opportunities for partnerships.
- Understanding of the Kansas state government system as it interacts with university funding, research, and other initiatives.
- Excellent interpersonal skills evidenced by success in working collaboratively in a diverse environment.



- Demonstrated ability to work with university administrators, faculty and students in a large public university setting.
- Demonstrated success in building consortial relationships.
- Experience in effective budgeting, planning, and project management.
- Excellent oral and written communication skills.
- Capacity to thrive in an environment of change and to foster that capacity in others.
- Record of professional service and scholarly/creative accomplishments.

*Preferred Qualifications*

- Experience with outcomes-based assessment
- Experience with fundraising, cultivating donor relationships, and grant writing
- Land grant university experience

*Personal Attributes Necessary to Succeed*

- Flexible
- Self motivated
- Organized
- Approachable and outgoing
- Creative
- Team player/participant
- Inclusive
- Consensus builder - diplomatic
- Leadership skills
- Communicative
- Adept at solving problems
- Proactive

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Incumbent

Date

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Dean of Libraries

Date

