

## **EXERCISE – JOB AD'S ANALYSIS**

### **Data Librarian**

The XXX Institute of Technology seeks an energetic, service-oriented individual to join the Library as a Data Librarian. This is a full-time faculty position reporting to the Head of Data Services. The Data Librarian will develop service and instruction to assist faculty and students in analyzing, managing and visualizing data resulting from research projects and varying disciplines.

#### **Characteristic Duties and Responsibilities:**

- Consults on grant requirements related to data management, data sharing, and publication. Participates on research teams providing data management consultation and research data services.
- Collects, organizes, analyzes, and creates visualizations of data related to publication and research impact.
- Engages the campus in broader conversations surrounding e-science and e-scholarship initiatives.
- Forges new collaborations and relationships that extend the Library's capacity to support the university's interdisciplinary initiatives and emerging technologies.
- Assists with the establishment of standards and best practices for managing, sharing and displaying data university wide.
- Tests new tools and visualization frameworks.
- Serves as liaison to science and engineering departments promoting library resources and services.
- Provides proactive research support to meet information needs of students and faculty.
- Serves on Library and university committees.
- Represents XXX Tech as needed at regional and national conferences and meetings.
- Keeps current with relevant research in of higher education library trends.

#### **Required Qualifications:**

- ALA-accredited Master's degree in Library and Information Science
- Subject expertise in a data-intensive discipline
- Knowledge of national and international trends in data management and curation.
- Excellent oral and written communications skills

#### **Desired Qualifications:**

- Experience using tools for metadata manipulation and knowledge of metadata standards
- Experience using statistical software applications, such as Excel, R, JMP or SPSS
- Experience with data visualization software and tools
- Research laboratory experience

## **Student Success Librarian for Information Literacy**

### **Description**

The University of XXX Libraries seeks an innovative and highly motivated librarian to join our team as Student Success Librarian for Information Literacy. We are looking for an individual who, foremost, enjoys teaching and engaging with undergraduate students and is strongly committed to information literacy as an essential component of student success. The Student Success Librarian collaborates with their Learning, Research, and Engagement colleagues to infuse information literacy into the general education and discipline-based curricula. The University of XXX is in the process of revamping its general education program and the Student Success Librarian will serve as the Libraries' representative on the campus general education task force. The successful candidate for this position will have the opportunity to shape the Libraries' instructional role within the new general education curriculum.

The Student Success Librarian will work closely with librarians, course instructors, and university partners to lead and support student-centered learning, focusing on building library research skills and engaging students with the tools of scholarship. Serving as the liaison to First-Year Composition in the Department of English, the librarian works closely with the Director of Composition and Composition instructors to create and assess learning outcomes related to finding, evaluating, using, and citing information. The librarian develops research guides, assignments, and tutorials and ensures their integration into the campus learning management system and other instructional platforms. The Student Success Librarian provides research assistance to UT Libraries users in-person and online and participates in campus and community outreach programs. The librarian joins all University of Tennessee library faculty and staff in providing the highest quality information and user education programs.

### **Specific Duties:**

- Teach research and information literacy skills to lower division undergraduate students in support of UT's General Education curriculum.
- Participate in a team-based approach to develop course outlines, student learning outcomes assessments for undergraduate library instructional initiatives.
- Create information literacy assignments, activities, and interactive tutorials for in-person and online delivery.
- Serve as Liaison to English Composition, partnering with instructors to foster positive student connections to the Libraries.
- Forge partnerships with university academic support units and disciplines in support of teaching and learning.
- Collaborate with English Graduate Teaching Assistants to offer a library component in the graduate level pedagogy course.
- Support UT's mission and strategic plan through campus-wide instruction and engagement efforts to recruit, retain, and graduate diverse populations.
- Participate in the Libraries' student engagement programs and outreach activities.
- Serve the library profession through involvement in professional organizations and through cooperative efforts with other information professionals.
- Engage in scholarly activity through publications, presentations, and other creative outlets.

### **Qualifications – Required:**

- Master's degree from an ALA-accredited program.
- Excellent interpersonal and communication skills.

- Knowledge of pedagogical practices, instructional design, and assessment of student learning outcomes in general education.
- Ability to work effectively both independently and collaboratively in a diverse academic community.
- Experience providing library instruction and student engagement activities.
- Commitment to working with diverse populations and incorporating elements of diversity into instruction and engagement initiatives.
- Experience providing research assistance with general reference resources both in print and electronic formats.
- Evidence of the ability to engage in research, publication, and service consonant with University and Libraries' guidelines for tenure and promotion.

**Qualifications – Preferred:**

- Experience using active and experiential learning methods in a higher education setting.
- Experience providing instruction using primary sources.
- Familiarity with LibGuides software or other web development tools.
- Experience designing learning objects such as tutorials and videos.
- Familiarity with course management software, such as Canvas or Blackboard.

**Environment**

The U XXX Libraries serves as an intellectual, cultural, and social center for the university and community. We are a national leader in the creation of regionally significant digital collections; in support of open access through our digital repository Trace; and through a rich history of designing innovative spaces and building key partnerships that enhance the teaching/learning enterprise. The

University of XXX Libraries is a member of the Association of Research Libraries, the Association of Southeastern Research Libraries, the Digital Library Federation, Lyris, and the Center for Research Libraries. The U XXX Libraries collaborates actively at the state level with the other UT System Libraries as well as the libraries in the XXX Board of Regents system.

The U XXX Libraries participate in cultural programming on the campus, hosting a Writers In The Library<<http://www.lib.utk.edu/writers>> series of readings, international and documentary film series, and co-sponsoring programs with campus groups such as the Center for Public Policy and U XXX's Ready For The World initiative.

The U XXX Libraries champions diversity in collections and staffing. The University of XXX is committed to creating a welcoming environment. More information about how we continually strive to put our principles of civility and community into action here in Knoxville is available at URL XXX

**Benefits**

Appointment at the rank of Assistant Professor with a minimum salary of \$52,000. Faculty rank and status; twelve-month, tenure-track appointment. Library faculty must meet University requirements for promotion and tenure. Excellent benefits include 24 annual leave days; choice of state retirement plan (TCRS) or the Optional Retirement Program (ORP) (VOYA, TIAA, VALIC) with nonrefundable contributions paid for the employee by the University; optional group health and life insurance plans. Tuition remission is available for all university employees and partial undergraduate tuition remission is available to dependent children and spouses of U XXX employees. Start-up funding in the amount of \$10,000 allocated over a three-year period; annual support for travel & professional development.

## **Knowledge Management Coordinator / Digital Curator - XXX Associates**

### **Description**

Award-winning global architecture firm headquartered in New York City seeks an organized, detail-oriented, and pro-active Knowledge Management Coordinator with good people skills and 2–5 years of working experience, ideally in the A/E/C or Design industries.

Undertaking a brand new role at the firm, s/he will champion knowledge collection, organization, and dissemination for the firm, serving as the information custodian and resource for global practice. The Knowledge Management Coordinator will be the firm's central resource for information so must be able to work and communicate effectively with multiple parties concurrently. As the firm's "data champion", s/he must be exceptionally well organized, detail-oriented and passionate about information management and knowledge sharing.

KPF is a creative, dynamic, and progressive environment and we seek a like-minded individual that is equally creative, innovative, forward-thinking, as well as communicative and service-oriented to oversee the KPF digital archives and knowledgebase across our offices around the globe. The KPF Knowledge Management Coordinator will work closely with architects, graphic designers, marketing professionals, and other colleagues globally to ensure the collective vital institutional knowledge of the company is captured and remains current and relevant to the firm as a whole. The KPF Knowledge Management Coordinator will also work closely with KPF's programmers to fully integrate the knowledge capture onto the global intranet and disseminate this knowledge in the most judicious manner. Contributing directly with hands-on programming and UX design would be an advantage.

### **Responsibilities**

- Managing the project database, the digital resource library, establishing protocols for data collection, cataloguing and curation and ensuring relevancy, timeliness and accuracy of data
- Managing project data archiving, including conversion from paper to digital and extraction of data and content
- Harvesting data, information, content and assets from architectural projects including post-occupancy data and metrics
- Coordinating the knowledge sharing effort (announcements, seminars, trainings, etc.) for pro-active internal dissemination of information
- Performing research and analysis (internal and external data) for projects and pursuits including trends, benchmarks, best practices, etc.

### **Qualifications**

- Deep knowledge of data management, metadata, organization and cataloging structures
- Experience with database technologies
- Familiarity with data visualization and analytics approaches useful
- Knowledge of Content Management Systems (CMS), SharePoint preferred
- Comfort with various software applications and strong overall technology skills
- Some programming skills desirable (Java, XML, AngularJS, SQL)
- Excellent oral and written communication skills
- Excellent interpersonal and organizational skills

## **Resource Description Librarian – XXX University Library**

### **Responsibilities:**

- Reports to the Head of Cataloging
- Creates original metadata and edits online records in various formats including print, electronic and media according to guidelines in all subject areas and languages
- Collaborates with Archives/Special Collections in the production of metadata for rare materials
- Resolves post-cataloging problems including conflicts in bibliographic records and updating existing data
- Contributes to the development of policies, guidelines and best practices for the libraries digital collections
- Actively participates in the development of a digital preservation strategy for the University libraries
- Enriches metadata representing University Libraries' digital and physical collections
- Assists in researching information on persons, corporate entities and geographic locations for inclusion into NAF
- Assists in developing short and long term planning for digital projects
- Develops constructive and cooperative working relationships with all members of the XXX University community

### **Qualifications:**

- American Library Association accredited Master's Degree
- Minimum 2 years' experience in an academic library
- In-depth knowledge of an integrated library system; Sirsi Symphony highly preferred
- Knowledge of relevant metadata standards and guidelines (RDA, FRBR, AACR2, MARC-21, LCRI, LC classification and subject headings, DublinCore)
- Proficiency with metadata creation
- Reading knowledge of one or more Western European language other than English—German, French, Italian and Latin desirable
- Must be detail oriented, flexible and able to communicate effectively and efficiently with all members of the XXX University community
- Demonstrated ability to effectively manage multiple priorities, work independently, exercise individual initiative, and demonstrate flexibility as a team member
- Ability to work with student assistants

## **Youth Services Librarian – XXX Public Library**

Description – Up to 16.5 hours per week. Days include weekdays and weekends. Minimum one weekend per month and maximum at two per month

### **Responsibilities:**

Position is predominantly programming oriented, with some reference work on the weekends.

Candidate needs to be able to

- plan and execute a story time for ages ranging from birth to four years old
- assist in planning and executing STEAM programming
- assist in planning and executing craft projects.

### **Competencies:**

- Must have the ability to work with online catalogs and databases. Working knowledge of Workflows is a plus.
- Basic knowledge of children's literature.
- Ability to interact in a fun and engaging manner with infants, adolescents and their caregivers.
- Will provide occasional adult reference coverage when needed

### **Qualifications:**

MLS or MLS student with anticipated graduation date before 2018

Compensation

Starting at \$23 (commensurate with experience)

## **Cataloging and Metadata Librarian**

### **Description**

Under the general supervision of the Director of Libraries, and routine day-to-day collaboration with the Head of Technical Services, the incumbent will manage the creation and enrichment of metadata representing XXX Institute Libraries' digital, physical, and virtual collections. The position is responsible for performing the work related to metadata and cataloging, and for establishing best practices, standards, and metadata creation procedures. The Cataloging & Metadata Librarian will routinely create original cataloging of print/digital materials in a variety of formats in a mixed RDA/AACR2 environment using the MARC standard and is expected to work with other metadata standards and schemas (e.g. BIBFRAME, EAD, VRA Core) as the need arises. The position performs subject analysis and classification using LCSH and Dewey Decimal Classification and is expected to work with other thesauri and organizational systems when the need arises. The incumbent is responsible for initiating and managing authority control, metadata quality control, and bibliographic database problem resolution to ensure metadata and authority records meet local and professional standards. The position also plays a regular role in collection development, providing reference desk coverage and participates directly in the provision of library instruction and information sessions. Some evening hours may be required.

The Cataloging and Metadata Librarian is a 12-month per year, full-time, tenure-track faculty position at the Assistant Professor rank.

### **Responsibilities:**

- Perform original, complex, and copy cataloging of materials for all collections and in all formats (primarily monographs, serials, CDs, DVDs, artists' books, and electronic resources).
- Provide quality control of cataloging, including making corrections to description, subject analysis, classification, and authority information ensuring that cataloging complies with required local and national standards.
- Maintain departmental statistics.
- Work with the Head of Technical Services in setting metadata standards and maintaining cataloging guidelines for serials, monographs, and electronic resources.
- Provide technical information to Institute-wide staff as needed to further the mission of the Libraries.
- Maintain a proficiency in various technologies for use in cataloging, metadata creation, and authorities. Support XXX Institute Libraries in becoming an active member of the NACO/SACO LC Program for Cooperative Cataloging (PCC), serving as the Libraries' liaison when membership is achieved.
- Display continuing growth in professional and subject knowledge and take an active interest in the profession. Growth and interest will be demonstrated through continuing development of professional knowledge and abilities, membership and participation in professional organizations, and service to the library in a professional capacity.
- Demonstrate commitment to user-centered library service and the ability to work flexibly and creatively in a changing and fast-paced environment with a culturally diverse population.
- Participate in Library-wide committees, task forces, and teams and in the development of library policies and procedures. Serve on library and institute-wide committees
- Participate in providing reference service and library instruction to individuals and groups
- Participate in collection development.
- Meet requirements for promotion and tenure.
- Perform other duties and special projects as assigned.

**Qualifications – Education:**

- MLS from an ALA-accredited program or equivalent.
- Preference will be given to candidates possessing expertise in art, design, architecture or humanities.

**Experience:**

- Experience accessioning and processing manuscripts, books, non-textual materials, and electronic resources.
- Knowledge and understanding of library-based descriptive standards and specialized rules including RDA: Resource Description and Access, Descriptive - - - Cataloging for Rare Materials (DCRM) for graphic and manuscript materials, and Cataloging Cultural Objects (CCO) for cultural heritage materials.
- Knowledge and understanding of integrated library systems (Innovative Interfaces Millennium and/or Sierra preferred).
- Knowledge of recent developments and emerging trends in technical services and academic research libraries, including familiarity with the use of linked data and future implementation of BIBFRAME by libraries.
- Experience mentoring professional staff.
- Experience engaging diverse populations.

**Skills:**

- Expertise using the Microsoft Office Suite, integrated library systems software (e.g. Millennium, Voyager, and Aleph), and other cataloging tools (e.g. OCLC Connexion, Cataloger's Desktop, and the RDA Toolkit) required.
- Must have experience applying content standards (e.g. AACR2, RDA, and DublinVRA Core) and authorities (e.g. LCSH, LCNAF, and AAT), as well as an excellent understanding of MARC.
- Must also have strong interpersonal skills, with the ability to effectively engage with all levels of faculty, students, and staff in a diverse and inclusive environment.
- A high level of organization and the ability to effectively balance multiple assignments and projects and to work both independently and as a member of a team are required.
- Excellent presentation and oral and written communication skills as well as knowledge of principles of diversity and inclusion also essential.

## **Instruction & Digital Services Librarian**

### **Description**

XXX College of New York, a non-profit, regionally accredited college offering associate, bachelor's and master's degrees, seeks an Instruction & Digital Services Librarian. MCNY serves primarily adult learners and has a unique history rooted in Social Justice. We seek a librarian whose passions align with our core mission.

### **Responsibilities:**

- The Instruction & Digital Services Librarian (I/DSL) will support at our two locations, working largely out of the MCNY XXX Extension Center.
- The I/DSL will be the library's primary point person, working closely with the Director of the Library, faculty, and academic support staff to develop and provide substantive and tailored library services.
- The I/DSL will take the lead on maintaining, developing, and assessing the digital presence of the XXX Library, as well as representing the library on college committees related to technology.
- At both locations, the I/DSL will provide face to face and virtual reference; develop and conduct in-class information literacy sessions, and assist with collection development and library programming.

### **Qualifications – Required:**

ALA accredited Master's degree in Library/Information Science with a minimum of three years of experience in an Academic Library;

### **Qualifications – Preferred**

- 5 or more years of experience in academic librarianship; experience with OCLC's Worldshare Management Services;
- content management systems, e.g., LibGuides, Drupal, Moodle;
- third-party discovery layers such as Summon, Primo, or EBSCO Discovery Service;
- integrated library systems, e.g., Sirsi, Koha, Innovative;
- virtual instruction software such as Captivate, Jing, Camtasia, LibWizard;
- scripting languages such as Javascript or PHP.

### **Skills:**

- ability to thrive in a collaborative environment as well as to take initiative on independent projects.
- must have significant experience providing Information Literacy Instruction and Reference Services and a commitment to working with nontraditional students.
- must have demonstrated experience in addressing usability issues and implementing user-centered design in libraries.
- the I/DSL must demonstrate knowledge of and experience with current and emerging web development technologies as they relate to digital library services, be proficient with Microsoft Office, and have familiarity with HTML, CSS, and databases

Must be willing to work some evening and weekend hours.

## **Software Engineer, Knowledge Management – Newspaper Agency**

### **Description**

About you: You love organizing data! You have a passion for problems of governance, use, and knowledge sharing. Schema, taxonomy, and archives are subjects that fire your imagination. You don't need to have experience in every area listed below, but should be willing to build skills in the rest.

### **Responsibilities:**

- Defining a universal content schema that covers every class of asset produced by our Newspapers Agency.
- Developing tools for migrating previously published assets into the universal content schema.
- Maintaining and growing the tools that automatically tag newspaper's content with our controlled vocabulary of people, places, organizations, titles and subjects.
- Crafting and supporting tools and experiences, such as TimesMachine, that preserve and present assets in their original form.

### **Qualifications**

- Experience working in any of the following areas: schema specification, automatic document classification or digital archive management.
- Mastery of Java, Python or Go. Strong Unix / Linux proficiency.
- Consistent track record of systems successfully running in production.
- If you are a member of a group that has been historically underrepresented in technology, we especially encourage you to apply

### **Company Information**

The XXX Company is an Equal Opportunity Employer and does not discriminate on the basis of an individual's sex, age, race, color, creed, national origin, alienage, religion, marital status, pregnancy, sexual orientation or affectional preference, gender identity and expression, disability, genetic trait or predisposition, carrier status, citizenship, veteran or military status and other personal characteristics protected by law. All applications will receive consideration for employment without regard to legally protected characteristics.

## **Rosetta Implementation and Migration Manager - Center for XXX History**

### **Description**

The Center for XXX History is a collaborative home to five partner institutions: the American XXX Historical Society, American XXX Federation, Leo Baeck Institute, XXX University Museum and YIVO Institute for XXX Research. The Center and its five partners serve the worldwide academic communities and the general public with combined holdings of over 30,000 linear feet of archival documents, a half million books, and thousands of photographs, artifacts, paintings and textiles – the largest repository documenting the XXX experience outside XXX. The provision of access and preservation oriented services to the collections is core to the Center for XXX History’s mission on behalf of researchers and the partner organizations. The Center for XXX History seeks a project manager for the implementation of the Ex Libris digital preservation management system, Rosetta. Implementation will include preparation for and comprehensive migration from Ex Libris digital asset management system, DigiTool, which currently holds over 1 million digital objects and associated metadata, totaling over 40 TB of material. Implementation will also include training partner staff on the new system, facilitating interoperability between descriptive and preservation systems, and collaboratively developing workflows to support the ongoing deposit of digitized material into the new system.

The Rosetta Implementation and Migration Manager will report to the Senior Manager for Metadata and Discovery. The Metadata and Discovery Services department is tasked with coordinating the interoperability and integration between Center systems that control, describe, preserve, and provide access to the rich physical and digital holdings of the five Partner institutions. The successful candidate will work closely with department members in Metadata and Discovery Services, the Center’s Information Technology department, vendors, and stakeholders in the Center and Partner community to ensure that born-digital and digitized material will be preserved in perpetuity.

### **Responsibilities:**

- Manage both short and long term benchmarks for the migration and implementation of the digital preservation management system, Rosetta.
- Serve as primary contact with Ex Libris project team to communicate regarding Center preparedness and preparation for implementation, needs, expectations, limitations, and problems with Center’s DigiTool dataset and entities during implementation.
- Collaboratively work with Center Implementation Project Team and Partner Liaisons to prepare for migration from DigiTool to Rosetta, including but not limited to, metadata preparation for import into the Ex Libris integrated library system Aleph, deletion or segregation of digital entities not migrating to the new system, data and load analysis, and customizing transformations for migration.
- Attend Ex Libris training on the Rosetta system and experiment using the system with an eye to developing and supplementing documentation for depositing new material into the system. After Ex Libris training is complete, train Center and relevant Partner staff on updated workflows, once developed, for depositing new material into Rosetta’s permanent repository.
- Once successful implementation of Rosetta is complete, manage day-to-day operations of the system. This especially includes troubleshooting problems, assisting with staff questions, and continuing to improve the workflow for the deposit of new material and interoperability with other Center systems.
- Stay abreast of developments and professional best practices in digital asset management, digital preservation, and related topics. Learn and implement new technologies and approaches as appropriate.
- Participate in special projects to promote and increase access to born-digital and digitized material held within the Center systems and other duties commensurate with the position, including project-based work both external to Center systems or within Center subsystems.

**Qualifications:**

- Required qualifications and skills American Library Association-accredited graduate degree or accredited graduate degree in another appropriate discipline, including computer science, software implementation project management, digital preservation and curation, or archival science.
- A minimum of 2-3 years managing projects from planning to completion, preferably, but not limited to, an implementation environment or adoption of new technology or platform in a library, archival, or museum setting.
- Extensive experience working and thinking in Extensible Mark-up Language (XML), including developing and modifying Extensible Stylesheet Language Transformations (XSLT), schemas like Metadata Encoding and Transmission Standard (METS), Dublin Core (DC), and MARC data in an XML environment (MARCXML), and XML querying language (XQuery).
- Proficiency working on digital access and preservation projects in a library, museum, archive or similar environment with increasingly complex or substantive work depositing or ingesting material into a digital repository as well as correcting issues associated placing material in a digital repository.
- Familiarity with current standards used in libraries, archives, and museums for description and preservation, including MACHine-Readable Cataloging (MARC), Resource Description and Access (RDA), Encoded Archival Description (EAD), and Preservation Metadata: Implementation Strategies (PREMIS).
- Commitment to working in and fostering a collaborative environment with diverse stakeholders of varying levels of expertise in the preservation and description of born-digital and digitized material.
- Technological expertise and willingness to learn new tech skills.
- Excellent interpersonal skills, an ability to communicate effectively and collaborate with others at the Center and the Partner institutions.
- Ability to expand, design, or articulate workflows for purpose of documentation and training others.
- Knowledge of and ability to articulate digital preservation best practices for born-digital and digitized material.
- Ability to devise own objectives, meet deadlines, and see projects through to completion.
- Strong proficiency in office software including Word, Outlook, Excel, and Access on the Windows platform as well as web-based project management applications like Basecamp and online tools like Google Drive.
- Preferred qualifications and skills Experience working with digital asset management systems, integrated library systems and/or database management systems, especially Ex Libris products Aleph, DigiTool, or Rosetta.
- Familiarity with Linux operating system, especially within an enterprise environment, such as Red Hat.
- Understanding of library systems structure or environments, including interoperability between systems and how systems communicate via protocols (OAI-PMH) and interfaces (APIs).

## **Librarian I - Adult Services**

### **Description**

The XXX City Library is seeking an individual who embodies the concept of librarian as educator, facilitator, and collaborator in the digital realm. We're looking for an enthusiastic, creative, flexible team player with experience in 3D printing, coding, and other forms of digital creation who can use those skills to transform the traditional library patron experience into a participatory, dynamic, and educational event.

### **Responsibilities:**

- Traditional Adult reference desk tasks plus development and execution of makerspace programs for all ages.

### **Qualifications:**

- Accredited Master's Degree in Library Science, XXX Public Librarian Certificate,
- experience in coding/3D printing.

### **Compensation**

Salary starts at \$57,956

## **Librarian I, Children's Services**

### **Description**

Do you love children's literature, enjoy keeping abreast of publishing trends, and delight in creating a top-notch collection that will engage readers? Then come join us at the XXX Public Library.

Due to retirement, the XXX Public Library has an opening for a Librarian I to work in The Trove, our library for children. One of the busiest public libraries in XXX State, the XXX Public Library values excellent customer service as well as innovation and experimentation in services and programs.

The City of XXX is located 25 miles north of XXX in XXX County. Home to 55,000 residents, the City's population expands to 250,000 every workday as thousands of people travel to the City for work or school. The modern downtown has enjoyed a recent revitalization with expanded shopping and dining options. With a Metro North commuter railroad station and a bus transit center, people from all over XXX County make XXX a destination for work, leisure and study.

The XXX Public Library serves the City through one facility, located in downtown XXX. With a staff of 42 FTE, in 2014 the Library attracted nearly 30,000 people to its programs and circulated over 700,000 items. In addition to the Trove, the library for children, in 2013 the Library opened the Edge, an innovative library for teens that includes a digital media lab. The final phase of its capital campaign will create the Hub, with a Learning Commons for adults as well as a café and bookstore.

The City of XXX is an Equal Opportunity Employer

### **Responsibilities:**

- In addition to acquiring much of our book collection, as a Librarian I, you will provide reference and reader's advisory services to children and adults, plan and conduct programs, lead classes and workshops, among other responsibilities.
- Special consideration will be given to candidates with experience in publishing, education, book selling, or other work with children.
- Applicants must be available to work evening as well as weekend hours.

Candidates should genuinely like working with children and adults, appreciate providing library services to a diverse, multilingual population, and be able to work effectively with colleagues. They must also be outward looking, helping to ensure that the Library remains responsive to the XXX community.

### **Qualifications**

- Minimum Qualifications: Master's degree in library or information science (MLS) from a program that is accredited by the American Library Association or recognized by the XXX State Education Department as following accepted education practices.

### **Special Requirements:**

- Eligibility for a XXX State Public Librarian's Professional Certificate at the time of application; possession of certificate at the time of appointment.
- The successful candidate will also be required to pass a civil service examination and be reachable for permanent appointment.

### **Compensation**

Starting salary is \$53,689 to \$55,311 depending on experience; excellent benefits.

## **Content Manager – Private company**

### **Description**

About Us – XXX is fast growing startup company that collects, organizes, and analyzes tens of millions of U.S. federal government documents. We are looking for someone who has skills in quality assurance, administration, data entry, and has an excellent eye for detail. This is an entry-level position with room for growth.

About you – You are an extremely detail-oriented individual, who can quickly and accurately find and report errors in our content. You have basic computer skills and are comfortable working in front of a computer for long stretches. You are eager to work for a growing start-up and becoming an invaluable member of our team. You are a motivated self-starter.

### **Responsibilities:**

- Review content to ensure unwanted material is not included before publishing
- Work closely with data team to acquire new materials and complete projects
- Conduct error-free data analysis

### **Qualifications:**

- Experience and comfort using a computer and sitting in front of a screen for the majority of the day
- Technical skills include familiarity with Microsoft Office Suite and Google Docs; all other needed software skills will be taught on-site
- Strong attention to detail
- Ability to work quickly and efficiently
- Excellent communication skills
- An interest in government and politics is not required but is a plus • An interest in working for a small, emerging start-up company is a plus

Compensation – The position is paid, and can be filled by an intern or full-time employee

## **Head of Serials and Electronic Resources Management**

### **Description**

Head of Serials and Electronic Resources Management XXX University, home to many highly ranked graduate research programs, is located 60 miles from XXX. XXX consists of 12 schools and colleges and a teaching hospital that provides state-of-the-art healthcare in the XXX region. XXX also manages and performs joint research with XXX National Laboratory, the only Department of Energy Laboratory in the Northeast, and shares doctoral programs with Cold Spring Harbor Laboratory, a world-renowned molecular biology institute. Home to the Emerson String Quartet, the Pollock-Krasner House in East Hampton, New York, the Humanities Institute, and the Southampton Arts Program, and with endeavors that extend to the Turkana Basin Institute in Kenya and the Ranomafana National Park in Madagascar, XXX sustains an international reputation that cuts across the arts, humanities, social sciences, and natural sciences. XXX Libraries are known for a wide-range of print and digital resources and world-renowned special collections.

The XXX Libraries belong to the Association of Research Libraries (ARL), with a Health Sciences Center Library that is a member of the Association of Academic Health Sciences Libraries. The Libraries are engaged in an ambitious and dynamic strategic planning (2015-2018). The collection exceeds 2 million volumes, including e-books, print and electronic holdings of scholarly journal subscriptions, microforms, music recordings, and a sizeable map collection. The XXX Libraries include 6 distinct facilities, including Melville Library, Marine and Atmospheric Sciences, Chemistry, Math/Physics, Southampton and Health Sciences Libraries, and XXX Korea-SBU campus. The University's Libraries stand as the largest academic research library on Long Island, serving as a resource in the local community, state-wide, and nationally and internationally.

### **Required Qualifications:**

- Master's in library from an ALA accredited institution or equivalent combination of education and experience.
- At least three years of significant experience in serials and electronic resources management. Experience with facilitating access to serials and resources through library catalogs and discovery tools.
- Evidence of successful and creative management of staff and operations, including demonstrated potential for leading transformational change.
- Evidence of leadership in the fields of knowledge access and resource management, including demonstrated effective management, planning, and organizational skills.
- Ability to lead in an atmosphere of continuous change, to work within a collaborative environment with diverse groups and to inspire and motivate.
- Strong collaboration and communication skills.
- Record of professional activities, including research and engagement in professional organizations.
- Demonstrated knowledge of emerging areas of librarianship, including the capabilities and future trends of library technology and systems to optimize discovery and access to scholarly resources.
- Supervisory and training experience.

### **Preferred Qualifications:**

- Additional advanced degree.
- Working knowledge of one or more non-English languages.
- Knowledge of and experience with vendor license negotiations and consortial collection of development.
- Solid understanding of the research university environment and scholarly communication issues.

- Experience in coordination or management of integrated library system functions, including experience with Ex Libris' Aleph system. Demonstrated ability to work with library and university constituencies, including library and academic faculty.
- Strong service orientation.

Responsibilities & Requirements:

- Under the direction of the Director of Collection and Resource Management, the Head of Serials and Electronic Resources Management provides leadership, guidance, and expertise to the departments, including supervision of faculty librarians and professional staff.
- The Head of Serials and Electronic Resources Management will be expected to conduct research and scholarship, and participate in faculty governance, committee works, and continuing professional development consistent with University standards for promotion and tenure.
- As a faculty librarian, the successful incumbent will take an active role in liaison, reference and instruction duties.

The selected candidate will be responsible for the following:

- Provide leadership, guidance, and expertise to the Department of Serials and Electronic Resources Management, including regular review of department faculty librarians and professional staff.
- Advise Director of Collection and Resource Management in the articulation of a user-centered, holistic serials and electronic resources management vision to meet current and emerging information needs and new models of collection/content building and delivery.
- Review and evaluate workflows and work assignments, with an eye toward increasing efficiencies, bringing more high-quality content to users more quickly, and building sustainable workflows to handle increasingly heterogeneous digital assets.
- Plan, implement, and evaluate operations, establish and document policies and procedures, and set priorities in serials and electronic resources management.
- Train, evaluate, and supervise departmental staff, and ensure compliance with local policy and procedure, resource license agreements, as well as best practices in the profession.
- Provide budget and collection data to Director of Collection and Resource Management and Associate Dean for Collection Strategy and Management, as well as liaison librarians as appropriate.
- Administer and allocate expenditures for serials and electronic resources in library management system.
- Manage troubleshooting and resolution of access issues, consulting and advising Library IT staff as appropriate.
- Manage subscription renewals and monitor vendors to ensure quality service and accurate pricing.
- Work with the Director of Collection and Resource Management to assess, implement, and manage vendor arrangements for the outsourcing and/or automation of departmental work as appropriate.
- Work with XXX Library senior leadership, consortia partners, and library/higher education organizations to identify opportunities for improvement in Libraries/ discovery and delivery operations and services.
- Work with Director of Collection and Resource Management and Libraries leadership to develop and implement University Libraries strategic priorities and provide the infrastructure needed to achieve those priorities.
- Work with Director of Collection and Resource Management and Associate Dean for Collection Strategy and Management to develop, coordinate, and implement bibliographic control policy and practices across the ILS, Discovery, and digital repository systems.

## **Content Information Specialist – private company XXX**

The XXX group manages the flow of news and information that lies at the heart of the XXX Information Business products, ensuring that it is loaded, enriched and available to customers quickly and effectively. This includes working with publishers and websites to onboard content, creating and maintaining rules and systems for applying topical tagging and metadata to make our sources and stories easy to find, and compiling and surfacing useful content sets on home pages, customized newsletters and through pre-built search queries.

This position sits within the XXX Management sub-group, which is responsible for developing, processing, monitoring and managing content within XXX products and services. The group ensures the timely and accurate delivery of content and ensures the effective dissemination of information about our content to customers, publishers and PIB colleagues.

The XXX Information Specialist is a member of the XXX Information group, responsible for maintaining the integrity of the XXX Database, Dow Jones XXX's source repository and an integral part of XXX Source Processing. The Content Information Specialist supplies information about all content to the source processing system, the product source browser, and other downstream users. The Content Information Specialist is an administrator of the Content Database, serves as a single point of reference and escalation for Content Information such as source lists, and ensures the smooth transition of source information from Information Providers' contracts to availability on XXX products.

### **Key Responsibilities/Accountabilities :**

- Enter or amend source details via a forms-based web interface to maintain the accuracy of a large database of content information.
- Review, research and maintain source details across dozens of fields on the Content Database, including source names, publisher names, copyrights, billing information, archive dates for accuracy, style and consistency.
- Use Microsoft Access to compare XXX's content database against other source databases to confirm accuracy.
- Adhere to contract-signing and source-loading workflows via Document Management System.
- Guide internal staff to what source information is available, where it is and how to best manipulate for customized source lists.
- Write interesting and concise promotional collateral such as summaries of new content sets, and items about the content collection
- Coordinate with global Content Operations and Technology groups on large Content Database changes, such as the launch of a new language interface on XXX.com, as well as regular maintenance tasks.
- Provide ad-hoc source lists to customer-facing staff and Marketing when the information required is not readily or easily available elsewhere.
- Review source lists and content collateral for external distribution to ensure validity.
- Ensure that the correct details are transferred from information providers' contracts to the Content Database and that the sources are added to XXX products as and when expected.
- Communicate to other departments such as Content Operations, Content Licensing and Finance important, new, or amended details to existing sources.
- Participate in development testing of content management tools.

### **Knowledge, Skills and Experience Required:**

- Proficiency in Microsoft Access, Excel and other MS Office applications. Familiarity with G Suite (formerly Google Apps for Work).
- Excellent proofreading skills.
- Research experience, including online search tools.

- Strong organizational/time management skills with the ability to handle multiple tasks and priorities.
- Problem-solving and analytical skills with the ability to evaluate issues and make timely decisions.
- Excellent communication and relationship-building skills.
- Meticulous attention to detail.
- High level of initiative and self-motivation with the ability to work in a team environment.
- Personal flexibility and ability to respond to demands of the role.
- Language skills a plus.

Company Overview:

XXX is a global provider of news and business information, delivering content to consumers and organizations around the world across multiple formats, including print, digital, mobile and live events. XXX has produced unrivaled quality content for more than 125 years and today has one of the world's largest news gathering operations globally. It produces leading publications and products including the flagship Wall Street Journal, America's largest newspaper by paid circulation; Factiva, Barron's, MarketWatch, Financial News, DJX, Dow Jones Risk & Compliance, Dow Jones Newswires, and Dow Jones VentureSource. Dow Jones is a division of News Corp (NASDAQ: NWS, Instruction & Digital Services Librarian - MCNY

## **Data Services Librarian**

The XXX Memorial Library seeks an innovative, knowledgeable, service-minded librarian to provide leadership in the area of data management and services. The Data Services Librarian develops and promotes Library services related to the discovery, analysis, manipulation and visualization of data. S/he will collaborate with faculty, library staff and campus stakeholders to develop and implement innovative services to support data-intensive research, including data management plans. The Data Services Librarian serves as a liaison librarian in areas determined by candidate's educational and research background and library needs. As a library faculty member, the candidate engages in library and university governance and scholarship that includes research, scholarly and creative activities required for tenure and promotion.

### **Required Qualifications:**

- Master's degree in library science or equivalent (MSLS, MLIS, MALS etc.) from a library school program accredited by the American Library Association is required by start of appointment.
- Demonstrated experience using quantitative and/or geospatial products and processes.
- Ability to articulate a vision of the services, infrastructure, and skills required to support the data needs of researchers in an academic setting.
- Knowledge of public and proprietary resources for national and international data sets, data management practices, data policies, sharing and reuse, and data citation.
- Demonstrated understanding of the trends in data management throughout the research lifecycle.
- Excellent oral and written communication skills and interpersonal skills.
- Ability to manage projects and multiple tasks while meeting deadlines.
- Demonstrated awareness of and sensitivity to educational goals of a multicultural population as might have been gained in cross-cultural study, training, teaching, and other comparable experience

### **Preferred Qualifications:**

- Demonstrated ability to work collaboratively with public and academic librarians and staff, teaching faculty, and students in a rapidly changing information environment.
- Demonstrated ability to plan, design and implement innovative projects or services.
- Knowledge of the research process and evolving models of scholarly communication, open access, e-science, institutional repositories, and other trends in information science.
- Undergraduate or graduate degree or equivalent training/work experience in science, social sciences, or engineering.
- Knowledge of digital preservation and metadata considerations for data.

### **Responsibilities:**

- Develop and promote Library services related to the discovery, analysis, manipulation and visualization of data.
- Develop a service framework for working with researchers to manage their data throughout the research lifecycle.
- Lead efforts to support data literacy skills across campus.
- Select, acquire, manage and deliver licensed, free and researcher-generated data collections to support campus research and scholarship.
- Work with liaison librarians to facilitate access to data resources and develop data management plans across the disciplines.

## **Electronic Resources Librarian**

XXX College, a private liberal arts college located 20 miles north of XXX, invites applications for a full-time Electronic Resources Librarian. The Electronic Resources Librarian works with all departments within the library and ITS to manage electronic resources and affected systems. This librarian coordinates quantitative statistical analysis, including but not limited to collecting, analyzing and reporting on usage of electronic and print collections.

### **Key responsibilities**

#### **Managing electronic resources**

- Manage the life cycle of new and existing digital resources from trial through subscription/purchase to renewal/cancellation, proactively updating and maintaining access, and troubleshooting.
- Maintain accurate records for purchasing decisions, licensing, and renewals.
- Maintain timely, accurate metadata about the library's serial and electronic resources in a variety of systems such as the Integrated Library System, Knowledge Base, Electronic Resource Management System (ERMS), link resolver, A-Z lists, and discovery tool.
- Research and analyze products, aggregators, and services, providing technical reviews as needed; recommend and implement new and emerging technologies to assist with management of materials within the library.

#### **Coordinating data/analytics/quantitative assessment**

- Lead data analysis and evaluation of pricing, usage, and other metrics to support budget processes and annual reporting requirements.
- Generate statistics and reports, including collection usage and cost analysis, to support a variety of data analysis projects.
- Oversee the development and operation of assessment tools for data related to library collections.

#### **Work flow/collaboration**

- Work collaboratively to develop, implement, and document optimal e-resources work flows, policies, and procedures
- Work closely with Metadata and Systems librarians to ensure effective serial and electronic resource description and access from on and off campus.
- Make use of APIs or custom scripts to enhance work flows and effectively exploit the power of the tools and systems selected
- Provide information, training, and support to inform colleagues and the campus of new features and interface changes related to e-resource discovery resources.

#### **Required qualifications**

- Master's degree in library or information science from an ALA-accredited institution.
- Demonstrated knowledge of current issues and trends related to electronic resource management.
- Ability to work creatively and effectively in both collaborative and independent settings.
- Educational background or work experience that indicates an ability to manage electronic resources and serials.
- Excellent oral, written, and interpersonal communication skills.

#### **Preferred qualifications**

- Two years experience in an academic library.
- Experience with electronic resource tools such as link resolvers, discovery services, knowledge bases, and electronic resource management systems, including collecting, assessing, and communicating statistics of their use.

- Experience with or educational background in statistics or research methods.
- Experience with or educational background in programming, scripting, and APIs.
- Ability to read and synthesize technical documentation and explore solutions independently.
- Experience with continuing resource cataloging and tools, including OCLC Connexion, MARC, Resource Description and Access (RDA), CONSER, etc.
- Familiarity with the current ILS (WMS) and discovery system (WCD), the electronic resource management system (Ebsco ERM and Full Text Finder), SpringShare (LibGuides) A-Z Database list, and the usage consolidation system (Ebsco Usage Consolidation).

## **GIS and Geospatial Data Coordinator**

The **XXX** Libraries seeks to be a pre-eminent and active partner within the rich education and research ecosystem at **XXX** through expansive collections and digital content, and with innovative services, programs, tools and partnerships. We help develop critical thinkers and global citizens who transform lives. The Academic Engagement Division supports these goals through its Research, Teaching and Learning, and Digital Scholarship departments.

The Digital Scholarship department is comprised of domain and functional experts who collaborate with **XXX** staff and other campus partners to grow, enhance, and manage a suite of tools and services that support the research lifecycle, promote digital scholarship and digital collections, and advance new and emerging modes of scholarship. This work involves contributing to the design and implementation of library workflows and technology infrastructure. We also work with students, faculty, staff and **XXX** colleagues to advance their research, scholarship, and teaching, through a combination of resources, education, outreach, and personal consultation. All of the work we do is intended to contribute to and expand a community of practice around digital scholarship at UT.

**XXX** librarians and domain experts are responsible for:

- envisioning, designing, implementing, assessing and reporting on services and activities that support the goals and purpose of their specific positions
- are expected to function with a high degree of independence as well as in teams to ensure progress toward library and unit objectives.
- are also expected to work in a collegial, collaborative, and professional fashion, and to engage in activities that contribute to the mission of both **XXX** and the University of **XXX**.

The GIS and Geospatial Data Coordinator is responsible for:

- developing, implementing, and promoting centralized GIS services internally for the **XXX** Libraries, collaborating with **XXX** Libraries IT to establish and evolve the infrastructure for GIS-related digital projects, research, and teaching, and designing and administering spatially-enabled databases to support use of and access to **XXX** Libraries geospatial data collections.
- Additional duties are described in the postings.
- The position reports to the Data Management Coordinator and works together with her and the Digital Scholarship team to support **XXX** affiliate GIS needs.

## **Communications Librarian**

### **Description**

The State of XXX Law Library seeks a creative and user-oriented individual for the position of Communications Librarian.

This position develops and monitors the library's communications, which include its web site, mobile site, social networking profiles, print publications, and digital signage. This position serves as the staff expert on technological trends, and articulates how these trends may impact and enhance XXX services. This position follows current user practices and preferences to anticipate the needs of judges, attorneys, agencies and the public, in a highly digital and mobile environment.

### **Duties & Responsibilities**

- Develop, implement, maintain, and analyze the library's digital presence including its website, social networking profiles, digital signage and associated print publications.
- Collaborate with law librarian and other library staff to further XXX 's mission
- Guide the library team to direct website development.
- Contribute design, technical, and information architecture expertise in support of digital communications.
- Coordinate initiatives to promote and increase awareness of library services and programs.
- Work with library colleagues, diverse patron groups and other stakeholders to develop strategies for library programming and community engagement.
- Assist with the development of library marketing strategies and publicity materials.
- Participate in library planning, serves on OJD and Executive Branch committees.
- Participate in professional, scholarly and service activities.

### **Qualifications, Required & Requested Skills**

#### **Minimum Qualifications**

- The qualified candidate must have at least four (4) years of increasingly responsible work experience in a library that typically supports the knowledge, skills, and abilities for the position.
- Possession of a Master's Degree in Library Science or in Library Information Science from an American Library Association accredited institution

#### **Additional Qualifications**

- are currently enrolled, and have 12 months or less before graduation, in an ALA-accredited Master's in Library Science (MLS) or Master's in Library Information Science (MLIS) degree program
- have planned, drafted or implemented a strategic communications plan;
- have communicated in a professional roll about an employer, program, or organization via social media and other digital environments;
- have experience contributing to a team or group library project;
- have experience using HTML, XML, CSS, APIs or Javascript professionally;
- have created or updated content in a CMS, developed or maintained blogs, Twitter accounts, or other social media accounts;
- have experience with library technology including various website markups and programming languages to embed,update, design, manage workflows, use plugins; and
- have tracked usage reporting and analyzed results.

Salary \$4,557.00 - \$7,423.00 Monthly

## **Head, Digital Scholarship Services**

### **Description**

The Head of Digital Scholarship Services (DSS) is charged with developing DSS policies and procedures; coordination and management of DSS projects, budgets, and departmental workflow; and supervision of DSS personnel and Digital Scholarship Center operations. The Head collaborates with others to strengthen library programs related to: digital scholarship services, digital collections, open access publishing, the institutional repository, and digital preservation. The incumbent coordinates work of the DSC with other departments and functional areas of the Libraries, including Collections and Metadata Services, Library Systems, Special Collections and University Archives, the Center for Media and Educational Technology, etc., and serves as the primary contact between the department and external organizations involved in digital initiatives.

### **Minimum Requirements**

- Graduate degree is required. An ALA-accredited master's degree in library and information science/studies (MLIS), or a related terminal degree is required for appointment as NTTF Librarian.
- 3 years' of academic library experience
- 3 years' of supervisory experience

### **Professional Competencies**

- Technical knowledge and/or experience with system administration, database management, server-side programming, and library-related platforms and technologies
- Ability to support and enhance a diverse learning and working environment

### **Preferred Qualifications**

- Experience managing large portfolio of project
- Experience managing budgets
- Demonstrated knowledge in the fields of digital scholarship, digital collections, and/or digital preservation
- Demonstrated ability to work collaboratively across disciplines and library departments
- Demonstrated knowledge of text-encoding and metadata schemas
- Experience working with digital collections and digital preservation strategies
- Grant writing and management experience
- Experience with digital humanities and/or digital social sciences projects
- Demonstrated software lifecycle development and management experience
- Familiarity with Hydra and Linked Open Data
- Knowledge of best practices in information architecture, instructional design, and/or user experience/user testing
- Experience with the Text Encoding Initiative (TEI) Guidelines and one or more of the languages needed to work with TEI data (e.g., XSLT or XQuery)
- Experience with statistical and data analysis tools (e.g. R, SPSS, Stata, LIWC, and Nvivo)
- Experience with data visualization tools and methods
- Experience with relational databases (e.g. MySQL)
- Experience with server-side web-development (e.g. PERL, PHP, Java, JavaScript, ASP)
- Experience with UNIX/Linux operating systems
- Teaching experience

## **Museum Education Coordinator**

### Description

The XXX University Center - XXX Library supports the teaching and learning missions of four institutions of higher learning that comprise the world's largest consortium of XXX University, the Interdenominational Theological Center, XXX College, and XXX College. Conveniently located and easily accessible to the campuses, the XXX Library is the center of the intellectual and social life at the XXX University Center.

### **Duties & responsibilities:**

- Work closely with museum directors, faculty, archivists and librarians across a range of disciplines to ensure materials in all formats are accessible for collaborative teaching and learning and are incorporated into broader XXX programming.
- Develop policy frameworks that govern working with archives and museum-grade collections materials and objects.
- Develop pedagogical frameworks and learning outcomes relevant to object-based learning.
- Collaborate with XXX faculty development offices to design curriculum and training across multi-disciplines enabling GLAM Center Faculty Fellows to incorporate object-based learning in a class unit or session and develop student assignments.
- Supervises one professional position.
- Design, develop and implement processes for the application of industry best practices. Support the implementation of experiential learning methods across multi-disciplines.

### **Qualifications:**

- Graduate level degree in a discipline relevant to the Visual Arts or relevant combination of training and experience
- Three to five years of experience teaching or educating various groups and creating learning objectives/programs.
- Two plus years of supervisory experience including establishing workflow, training, and providing performance feedback
- Ability to contribute to the development and delivery of innovative curriculum across a range of disciplines.
- An understanding of current teaching practices, including small group teaching, online learning, and collaborative teaching and learning.
- Experience in creating and implementing policies and procedures.
- Demonstrated understanding of museum collection management systems.
- Ability to work effectively with academic and collections staffs at all levels to build rapport and ensure effective communication and mutual trust.
- Expertise in end-to-end collections management.
- Experience working with digital collections
- Strong customer service and project coordination skills
- Excellent written, verbal, and interpersonal skills

## **Web and Database Development Librarian – private company**

XXX is seeking a Web and Database Development Librarian to lead the design and management of the technologies that support a renowned statewide library consortium. The Web and Database Development Librarian will be responsible for all technical aspects of XXX's web presence, systems integration, and the services that support its digital collections. Your time will be allocated between systems architecting, ongoing maintenance of existing services, and software development to support new initiatives. You will have the opportunity to collaborate with member librarians and developers to integrate their local tools and services with XXX's technologies. The Web and Database Development Librarian will also work with an external vendor to ensure the robustness and reliability of XXX's hosted infrastructure; monitor and assist in the resolution of technical issues related to XXX content and services; and serve as liaison to one Advisory Committee.

### **Organization**

With a reputation as XXX's premier partner for statewide library cooperation and shared digital content, XXX provides 200 public and academic libraries with access to an essential and powerful array of core online resources that support education, enhance economic development, and improve the quality of life for every XXX citizen.

XXX delivers shared access to a diverse digital collection that includes full-text article databases, ebooks and audio books, streaming video, demographic and business data, as well as reference materials, language learning tools, and more. In addition, the staff of seven provides authentication, discovery, and support services to member libraries in order to maximize use and return on investment in digital content.

### **Responsibilities:**

- Develop and maintain the XXX website and web applications.
- Perform usability testing and assessment.
- Adapt, integrate and maintain existing database applications, tools and services including but not limited to a Customer Relationship Management system, intranet tools, proxy and authentication services.
- Develop/maintain customer-facing tools and back-end services that support data analysis of consortial content and digital library projects.
- Develop new digital library services through an iterative process that emphasizes impact, adoption and sustainability.
- Communicate with service providers and vendors to facilitate the development, maintenance and management of the server infrastructure and database applications.
- Collaborate closely with member librarians and development staff.
- Monitor and facilitate the resolution of high-level technical issues related to NC LIVE sponsored content and services.
- Develop mobile applications.
- Liaise with one Advisory Committee.

### **Required Qualifications**

- ALA-accredited MLIS, MLS or equivalent advanced degree.
- A proven track-record of innovation.
- Significant experience designing, developing and supporting web sites using CMSes, HTML, CSS and JavaScript.
- Experience with open source programming languages, including PHP.

- Experience working with Unix/Linux environments and troubleshooting Unix-based applications and packages.
- Database development experience with relational databases such as MySQL.
- Familiarity with usability testing, website accessibility standards, and analytics.
- Familiarity with mobile platforms and responsive design.
- Familiarity with current digital library technologies, standards and best practices.
- Ability to work creatively, collaboratively, and effectively both as a team member and independently and to promote teamwork among colleagues.
- Capacity to thrive in an exciting, ambiguous, future-oriented environment and to respond effectively to changing needs and priorities.
- Excellent written and oral communication skills and interpersonal skills.
- Able to communicate clearly and succinctly both verbally and in reports and presentations.
- Valid driver license and ability to travel to XXX member libraries across the State.

#### Preferred Qualifications

- Familiarity with customer relationship management systems.
- Familiarity with Drupal CMS.
- Experience working in or on behalf of libraries.
- Experience with APIs and/or search engine technologies.

## **Cataloger, XXX Historical Manuscript Collection Project**

### **Description**

The XXX Historical Society is seeking a cataloger to work on its project to catalog approximately 12,000 small manuscript collections from the 17th to the 20th centuries known collectively as the XXX Historical Manuscript Collection. Reporting to the library's Head of Cataloging and Metadata, the cataloger will work closely with the project's other catalogers and with other library staff to build original online catalog records (or update existing records) for the collections at appropriate levels of description. Position is funded through November 30, 2017.

### **Responsibilities**

- The cataloger will review collections to determine their scope and content.
- Based on information gathered during this process, he/she will build original online catalog records (or update existing online catalog records) for the collections at appropriate levels of description. Specific duties are as follows:
  - Formulating or reviewing the formulation of collection titles to conform to current cataloging standards •
  - Entering or revising the physical description of collections as needed
  - Composing or reviewing and updating scope and content notes
  - Creating notes about provenance
  - Adding subject headings and genre terms
  - Providing added entries for personal and organizational names
  - Verifying all headings in the Library of Congress authority files
  - Writing occasional blog posts on the collections or aspects of the project that are of interest
  - If space and resources permit, participating in the mounting of small exhibition •

This is largely a sedentary role using a computer; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stoop as necessary.

### **Qualifications**

- M.L.S. from an A.L.A.-accredited library school or equivalent.
- Two years of library cataloging experience preferred • Knowledge of MARC21, AACR2, RDA, LCSH, and AAT • Familiarity with DACS and/or DCRM(MSS)

## **Associate, Abstracting & Indexing – Publishing company**

### **Description**

XXX is one of the world's leading global research, educational and professional publishers. It is home to an array of respected and trusted brands and imprints, with more than 170 years of combined history behind them, providing quality content through a range of innovative products and services. Every day, around the globe, our imprints, books, journals and resources reach millions of people, helping researchers and scientists to discover, students to learn and professionals to achieve their goals and ambitions. The company has almost 13,000 staff in over 50 countries.

### **Responsibilities**

- Reporting to and collaborating with Abstracting & Indexing (A&I) Manager on Abstracting & Indexing data verification processes, coordination of data updates, and ensuring data integrity
- Providing minutes, reports and analyses to A&I Manager with recommendations for decision making Serving as a subject matter expert (A&I reference services) to support internal publishing teams Keeps abreast of latest trends and developments in the area of A&I services
- Serving as a back-up to the A&I Manager, i.e. may assume some responsibilities in the absence of the A&I manager
- Resolving problems with missing content working closely with internal publishing teams, external Abstracting & Indexing services and internal production teams to efficiently resolve issues
- Working closely with internal and external business stakeholders to resolve and prevent customer service issues Developing and maintaining documentation on theory and tools for citation analyses (using Web of Science/InCites and/or alternative metrics)
- Assist with developing documentation for presentations and training
- Working closely together with the PDM (Publishing Data Management) and DDS (Data Delivery Service) teams
- Other duties as required by manager.

### **Qualifications**

- Bachelor's Degree with some research work or experience with scholarly publishing
- Familiarity with searching various databases such as Web of Science, PubMed/MEDLINE, Scopus
- Basic knowledge of bibliometrics Proficient in MS Office & MS Windows environment (i.e. Excel, Outlook, Word, etc.).
- Basic knowledge of relational databases ( for example Access) is a plus Good problem solving and project management skills
- Excellent interpersonal skills of which a service-oriented attitude is key
- Strong written and verbal communication skills Ability to work independently with minimal supervision as well as collaborate in a team environment

## **STEM Outreach & Instruction Librarian**

XXX University Libraries seeks a dynamic and energetic STEM Outreach and Instruction Librarian to support our STEM programs. This position is an 11-month, full-time tenure-track library faculty appointment (working over 12 months) to perform professional responsibilities in librarianship, service and scholarship. The STEM Librarian will promote a positive work environment, communicate effectively, and collaborate with library colleagues in identifying ways to promote library goals and initiatives.

The STEM Librarian will perform outreach to faculty in areas such as Applied Technology, Biology, Chemistry, Computer Science, Design, Engineering, Environmental Science, Geology, and Mathematics, and will develop library collections in support of these disciplines. They will remain well-informed about trends in the areas of scholarly publishing, e-science, and data management for STEM disciplines, and will help advance associated library initiatives. This person will be comfortable collaborating and building strong relationships with faculty through outreach initiatives that support student retention and success. The ideal candidate is a dynamic information literacy instructor who is capable of engaging undergraduate and graduate students in both general and specialized classes.

The STEM Librarian will provide general and specialized reference and research assistance to library patrons both in-person and virtually. We seek a candidate who genuinely enjoys helping people and providing outstanding customer service to patrons. The candidate should also be comfortable working with diverse groups and promoting cultural competency. This person will be actively engaged in assessing student learning outcomes, and contribute effectively to department-wide learning assessment efforts.

### **Key responsibility areas include:**

- Reference and Individual Instruction (22%)
- Development and Delivery of Classroom, Distance, and Online Instruction (30%)
- Liaison, Outreach, Collaboration with Academic Departments (15%)
- Research and Service to the Library and University (20%)
- Collection Development and Management (3%)
- Miscellaneous Library Support Activities (10%)

### **Conditions of Employment**

This is a full time position that works 11 months spread over 12 months. Salary is evenly distributed across all 12 months.

### **Preferred Qualifications:**

- Bachelor's or higher degree in a STEM field; preferably in one of the following fields: Biology, Chemistry, Computer Science, Engineering, Environmental Science, Geology, Mathematics.
- Background as a STEM librarian, especially relevant subject liaison or collection development experience.
- Three years of successful post-MLS/ MLIS professional reference and instruction experience in an academic library setting, gained within the past ten years.
- Experience obtaining external funding (e.g. grants).

### **Other Skills and Abilities:**

- Ability to collaborate effectively.
- Excellent interpersonal and communication skills - written and oral.
- Strong analytical, technical, project management, and communication skills.

## **Digital Scholarship & UX Design Librarian**

### **Brief Position Summary:**

The Digital Scholarship & UX Design Librarian supports and promotes the use of digital research methods within the library and across academic disciplines. The person in this position applies user-centered, universal design principles to digital projects, library web content and printed materials in a team-based work environment. Under the general direction of the Director of Research & Instruction, the User Experience (UX) Design & Digital Scholarship Librarian provides a wide range of library and academic technology services. A special focus of this position is user experience, especially in the context of digital scholarship, digital projects, and library web interfaces.

Working in close collaboration with colleagues, the Digital Scholarship & UX Design Librarian also teaches information skills, provides drop-in and scheduled research and technology assistance, and creates print and web-based instructional and publicity materials. As the academic librarian for assigned departments and programs, the person in this position maintains and develops subject-specific and cross-disciplinary areas of the library's collections. The Digital Scholarship & UX Design Librarian builds strong relationships with students, faculty and staff in order to ensure that the library continues to meet the needs of our community.

### **Essential Functions:**

Advise faculty and students on the appropriate scoping of digital projects, applying knowledge of best practices in user-centered design.

- Teach workshops and provide one-on-one consultations on digital scholarship methods and technologies, especially in the area of user-centered design.
- Provide outreach to faculty, students and staff on support for digital scholarship activities and technology-rich projects.
- In close collaboration with colleagues across library, technology and academic groups, participate in ongoing efforts to establish a core infrastructure to support digital scholarship activities at the library and across academic departments and programs. Colleagues engaged in these efforts include, for example, the Digital Projects & Archives Librarian, the Science Data Librarian, and the Data Services Librarian. Digital scholarship activities include, for example, our institutional repository, our open access initiatives, and faculty and student research projects.
- Stay current on developments in the field of digital scholarship, and make significant contributions to digital scholarship initiatives at Middlebury through development of digital scholarship services within the library.

### **User Experience**

- Produce and support the creation of inviting and accessible user-centered interfaces for digital projects and library web pages.
- Produce engaging graphics and print publicity materials to connect researchers with library resources and services.
- Develop and support the creation of plans for understanding the user experience of digital projects and the library web presence, and use that information to regularly improve user experience.

### **Research and Instruction**

- Serve as the academic librarian for assigned departments and programs.
- Develop strong working relationships with faculty and students through regular communication and outreach. Promote and seek feedback on library services and resources.
- Educate students and other researchers in library and information skills, for example through course-related workshops that incorporate learning outcomes, active learning exercises, and

assessment. Conduct research consultations and provide research assistance at public service points. \* Regularly consider how all of these services could be improved.

- Create and maintain research guides, library web pages and other online instruction materials in assigned subject areas. Make content and design decisions based on user needs.
- Align library collections with College curriculum through collaborative collection development in specific subject areas and for general research use.
- Assist faculty with the use of course web sites and related academic technology tools.
- Evening and weekend hours may be required.

**General Responsibilities:**

- Contribute expertise, enthusiasm and creative thinking to the Research & Instruction Workgroup, the library and XXX. Work cooperatively with others, and accept direction from supervisors.
- Provide positive representation of the library across XXX by attending relevant workshops, meetings and events.
- Maintain expertise in a rapidly evolving field through ongoing education, professional development, and scholarly activity.
- Perform other duties as assigned.

**Education:**

- Masters degree required. This could be either an MLS or MIS from an ALA-accredited program or its equivalent; or an MS/MA or PhD in a relevant subject.
- Undergraduate or graduate degree in at least one liberal arts academic subject, or significant discipline-specific experience in an academic setting, required.

**Knowledge:**

- Strong understanding of the field of digital scholarship, including platforms and associated methods required.
- Understanding of and experience in the application of user experience, usability, and universal design principles required.
- Excellent instruction and research skills, oral and written communication skills, and interpersonal skills required.
- Creativity, flexibility and a willingness to develop new competencies required.
- Ability to work in a team oriented environment required.
- Foreign language, especially, Italian, Russian, Chinese, or Japanese, preferred but not required.

**Experience:**

- Experience with developing digital projects , either on-the-job or through coursework, strongly preferred.
- Experience with web design, graphic design and user experience analysis, either on-the-job or through coursework, strongly preferred.
- Experience teaching workshops or courses required.
- At least 2 years of experience working in an academic library, including instruction, preferred.

## **Digital Initiatives Coordinator**

XXX State University's Library welcomes applications for the position of Digital Initiatives Coordinator.

### **Responsibilities:**

- Identifying, prioritizing, and managing workflows of collections to be digitized.
- Complying with standards, regulations, and laws.
- Maintaining partnerships with entities such as the Digital Library of XXX and the Digital Public Library of America.
- Developing and implementing workflows for the selection, acquisition, arrangement, description, preservation, and accessibility of the University's digital assets for the University Archives.
- Contributing to and implementing policies and workflows for long-term sustainability of the University's records management.
- Obtaining external funding to support digitization.
- Growing XXX 's digital collections and assuring a quality user experience.
- Providing outreach and communication, including the management of the Archives and special collections website and social media.

### **Minimum qualifications:**

- Bachelor's degree.
- At least one year of experience in libraries, archives, historical societies, and/or museums.
- Knowledge of current trends and new developments in digital library initiatives, archives, and special collections.
- Knowledge of current metadata schemas and standards, such as Dublin Core, MODS, METS, EAD, etc. and digital content management systems.
- Skill in advancing digital initiatives.
- Ability to lift up to 40 pounds.
- Ability to plan, manage, and oversee multiple projects, meet deadlines, and prioritize work in alignment with the strategic goals of the Library and the University.
- Ability to adapt to change with flexibility, creativity, and sound judgement.
- Ability to work both independently and collaboratively in a collegial, team-based environment and maintain positive working relationships.
- A strong public service orientation.
- Demonstrated verbal and written communication skills and the ability to interact effectively with students, faculty, staff, and alumni.

### **Preferred qualifications:**

- ALA-accredited Master's degree in Library and/or Information Science.
- Academic library employment.
- Supervision and/or project management experience.
- Knowledge of scholarly communication and copyright issues.
- Experience working with digital collections including the creation and management of digitization projects.
- Knowledge of XML, CSS, and other coding languages.
- Experience with website management systems, including Drupal.
- Experience with audiovisual analog-to-digital conversion.
- Experience with digital archives management.
- Experience handling archival materials.

## **Digital Archivist**

### **Job Description:**

Digital Archivist, XXX Libraries-Digital Archives Program, to increase capacity to address digital archives' programmatic needs and records management issues. Will acquire and process significant digital collections; provide advice and training regarding records management and transfer, appraise hybrid and born-digital collections, use digital forensics tools and techniques to triage material, and prepare objects for preservation; implement and manage the Archives-based web archiving program, serving as lead resource for digital records management issues; participate in reference and reading room service, mediating access to digital collections, coordinating on-demand digitization requests and programmatic reformatting, and providing advice on intellectual property issues; and conduct records studies and experiments in the Digital Sustainability Lab to assess, test, and improve workflows, processes, access, and use of digital collections.

### **Job Requirements:**

- an MLIS or its equivalent;
- graduate-level archives coursework or
- postgraduate digital archives or records management training coursework
- a minimum of one year of professional experience as a practicing archivist
- demonstrated knowledge of archival processing techniques for born-digital archives
- experience using archival content management systems and technologies
- experience applying metadata standards and schema for descriptive, structural, and preservation metadata
- demonstrated skill with digital archives' tools, workflow implementation, and quality assurance
- and the ability to understand, use, and innovate with community and ISO standards in a unique context.

## **Digital Publishing Services Specialist**

In order to efficiently and effectively deliver publishing services, the DPSS will be expected to develop and maintain expertise in the functionalities of digital publishing softwares used by the department in order to create custom templates. You will additionally be responsible for digitally archiving and maintaining works housed in USpace, the University of XXX 's Institutional Repository.

### **Responsibilities:**

- Provide client support services to Digital Scholarship Services' publishing services clients
- Provide consultation and technical assistance to existing, new, and potential clients, both online and in-person, by appointment
- Develop and maintain expertise in the use of software systems used by the department to produce digital scholarship projects
- Work with the Head of Digital Scholarship Services to develop, refine, and document production workflows for new and existing projects
- Abide by and work within the time and resource constraints as outlined in a client's Memorandum of Understanding with the Library
- Provide support services in the institutional repository, USpace
- Accept, process and make available faculty, student and staff submissions to USpace
- Perform maintenance on USpace as needed to correct errors and modify collections, as directed by the Head of Digital Scholarship Services
- Process patron requests received through the departmental email listserv
- Participate in relevant library and professional training
- Perform other departmental duties, as assigned by the department head

### **Minimum Qualifications:**

- four years library experience or equivalency
- knowledge of specialized library techniques and principles as well as research and organizational skills required
- demonstrated human relations and effective communication skills also required
- some supervisory experience may be preferred.

### **Preferences:**

- A bachelor's degree, with a significant coursework on communication, media production or media editing.
- Knowledge of and ability to use digital publishing software platforms such as WordPress, Omeka, Open Journal System, Open Monograph System, Google Earth and Open Conference System.
- Experience working in an office environment with administrative assistant duties.
- Ability to take initiative to solve problems, communicate solutions, and improve communication among a diverse group of people.
- Ability to work independently after an initial 3-month training period.
- Ability to work collaboratively and effectively as a member of a team.
- Demonstrated proficiency and capability with information technology systems in the context of an academic library.
- Reading, writing, or speaking skills in a second language.

## **User Experience Designer**

### **Description**

The User Experience Designer will work with the User Experience Librarian to create visually appealing web interfaces to library resources. All design work, from prototyping on, will be grounded in findings from user research, web analytics, and accessibility standards. The UX Designer will also assist in the design and implementation of user studies, including usability testing, that will inform any design work done.

The successful candidate will be a self-directed, well-organized, and detail-oriented person who has a creative design sensibility and who can work collaboratively with the User Experience Librarian and the college's web services team.

### **Qualifications:**

- Possess a high degree of computer literacy that includes file management, word processing, spreadsheets, and web research.
- Has good written and oral communication skills
- Must have a bachelor's degree
- Demonstrated knowledge in principles, practices, methods, and techniques of user-centered web-design, usability testing, and typography, composition, and color theory.
- Preferred: demonstrated knowledge of applicable web accessibility standards and coding techniques.
- Experience using graphics software and prototyping software such as Photoshop, Illustrator, Balsamiq
- Experience with HTML/CSS

## **Product Information Coordinator – Private company**

We are a dynamic, fast-paced brand with an exciting growth strategy. We value imagination, diversity and giving people the opportunity to explore, grow and shape our future. We look for innovative, smart and hard-working individuals who enjoy creative thinking and ingenuity. Help us carry out our mission of being a source of inspiration to our customers, creating a global community and tirelessly seeking ways to evolve our brand.

The Product Information (PI) Coordinator is responsible for supporting west elm's product information needs. This role acts as gatekeeper across all brand channels, ensuring that accuracy and consistency are achieved online, in catalog and in-store. You are a database whiz who excels at following-up, staying on top of due dates and juggling multiple projects simultaneously. You'll report into the Product Information Manager and assist the Product Information Analyst. You will work closely with the merchant, sourcing, copy and production teams. If you are a stickler for consistency, enjoy seeing a project through from start to finish, have strong writing and proofing skills, and know your way around Excel, then this is the job for you (A love of furniture + design helps, too).

### **Essential Functions**

- Communicate key features and benefits of west elm merchandise consistently across all channels, ensuring that accuracy and brand style are achieved.
- Establish and enhance strong business relationships with cross-functional partners (i.e. copywriters, sourcing, web team, merchants).
- Set seasonal PI walkthroughs with merchant + design teams, ensuring cohesive information transfer.
- Utilize Excel and merchant protocols to collect, edit and load all seasonal product information in shared database (Marketer's Studio).
- Enter images, design notes and copy team comments into Marketer's Studio for each season (4 per year)
- Serve as the Marketer's Studio administrator and go-to resource for PI queries.
- Make changes to online product information as needed via content management system (CMS) using basic HTML.
- Test product information prior to seasonal launch, both online and in catalog.
- Ensure that AI (assembly instruction) links are requested and input on a rolling basis.
- Maintain brand PI style guides and required fields, updating wherever necessary to improve accuracy and efficiency.
- Assist in other projects as needed (brand-wide style updates, fielding call center questions, new merchant training, seasonal PI walkthroughs, brand extensions, etc.)

### **Qualifications**

- 1-2 years of experience in content or information management in a retail or lifestyle environment.
- Bachelor's degree in language arts, business, marketing or other related field.
- Exceptional organizational and time management skills.
- Strong verbal and written communication skills.
- Knows how to work under tight deadlines and manage multiple projects with the highest degree of accuracy.
- Strong interpersonal skills and the ability to work successfully as part of a cross-functional team.
- Technical aptitude and the capability to learn company systems, with high proficiency in Microsoft Office applications. Knowledge of basic HTML and/or other web programs is a plus.

## **Client Success Specialist - Publishing Company**

### **Description**

XXX is one of the world's leading global research, educational and professional publishers. It is home to an array of respected and trusted brands and imprints, with more than 170 years of combined history behind them, providing quality content through a range of innovative products and services. Every day, around the globe, our imprints, books, journals and resources reach millions of people, helping researchers and scientists to discover, students to learn and professionals to achieve their goals and ambitions. The company has almost 13,000 staff in over 50 countries.

### **Position Summary and General Description:**

#### **Responsibilities**

- Provide pre- and post-sales customer support for products and feedback to account managers and eProduct managers.
- Conduct analyses and monitor usage statistics to evaluate and develop strategies to increase value.
- Implement on and offline marketing campaigns to promote usage, as needed.
- Enhance visibility of company in the marketplace through regional trade shows and conferences.
- Help plan and participate in customer programs such as summits, executive sponsor programs, road shows, account reviews and product/implementation training.
- Develop and conduct customer focused training programs, to promote customer satisfaction and usage resulting in renewal and revenue growth.
- Prepare the annual account development plan for assigned region in conjunction with licensing managers.
- Participate in the sales and marketing teams' regular meetings.
- Manage customer relationship software as it pertains to account development activities in assigned region.

#### **Qualifications**

- Bachelor's degree or equivalent Excellent grammar and English skills.
- Strong writing, presentation, and analytical skills.
- Creative and have initiative.
- Thorough, detail, and completion oriented.
- Able to manage several projects simultaneously.
- Demonstrated ability to interact with other functional groups and gain cooperation from others.
- Able to use independent judgment to modify procedures to solve problems.
- Some experience within the publishing/library/information service industry
- Some experience with marketing
- Track marketing promotions and ROI through customer relationship management software, and report on current project status, marketing, and travel budgets.
- Commit to understanding client issues and to effectively demonstrate XXX e-Products.
- Motivated to become a company expert in how the college market library channel works and must either possess or be eager to obtain the required knowledge.