Position Summary

Reporting to the Director of the Woodruff Health Sciences Center Library, the Associate Director oversees the daily operations of the Woodruff Health Sciences Center (WHSC) Library and serves as the senior level manager under the Library Director. The Associate Director is responsible for leading policy development and shaping the strategic direction for public facing areas of the library, including Access Services* (Information Desk and Grady Branch, Circulation, Reserves, etc.) and the promotion and discoverability of library services and resources through the web. The position gives oversight to a team-based approach to (1) library outreach and communications in multiple formats, (2) assessment of services and collections, and participates in the overall planning for library programs and events. Working with the Library Director and Library Leadership, this senior level position strives to recruit and retain a diverse library workforce and supports a diverse culturally sensitive working environment through search committee participation and staff training. The Associate Director will represent the library on appropriate Emory Libraries and University committees. *5.45 FTEs.

Key Essential Responsibilities & Duties

A. Administration

1. Oversees the daily operations of WHSC Library with responsibility for public facing services employing a customer service emphasis through a team-based approach.
2. Assists the Library Director and leadership with strategic planning processes, communicating with stakeholders, preparing annual and other reports; identifying new opportunities for innovative library and informationist/librarian roles, and strengthening library partnerships.
3. Applies a team-based approach to assessment including dashboards and the preparation of statistical submissions.
4. Assumes ownership for and leads significant library projects.

B. Access Services

1. Provides oversight for library circulation and reserve system transactions; can perform all circulation functions, processes, notices and reports; resolves complex circulation problems; responsible for documentation of policies and procedures and training staff.
2. Manages requests for electronic reserves (or print), communicates with instructors and provides training, trouble-shoots problems, and collaborates to resolve copyright issues. Identifies current or long-term needs and recommends resources for WHSC Library collections in response to reserve requests.

3. Collaborates with Library Service Center staff regarding services and schedules.

4. Directs and leads the development and management of a diverse staff, that currently includes 5.45 FTE, in the provision of high-quality services, including seamless referrals to informationists and librarians for research support.

5. Represents WHSC Library on Access Services committees or other Emory Libraries Committees.

C. Communications

Applies a broad-based forward-looking, multi-disciplinary team approach to internal and external communications. Coordinates the continued enhancement of the library’s web presence and social media to support faculty, students, researchers and clinicians, as well as visioning the library’s online presence to promote library services and resources.

D. Librarian Responsibilities

May serve as the librarian/informationist for a designated subject area or program with primary responsibility for teaching and learning, and for developing collections that support the teaching and research of Emory University faculty and students. Provides reference assistance to Emory students and faculty, visiting scholars, and the public as needed and assigned.

E. Managerial Responsibilities

1. Works with the Library Director and Library Leadership to achieve diversity through recruitment and retention, and ensure orientation, training, and evaluation of library staff at all levels. Coaches, mentors, and counsels both direct and indirect reports in order to develop staff in a positive and proactive manner, ensuring individuals can develop a broad knowledge of library operations and services as well as specialized skills and cultural sensitivity. Works with Library and Information Technology Human Resources staff to develop specific training for staff based on need and participates in succession planning and management initiatives as appropriate.

2. Assists in developing and maintaining up-to-date library staff job descriptions or position responsibility statements. Along with the director and leadership, reviews requests for new positions and reclassifications.

3. Conducts annual performance evaluations for direct reports and oversees annual process within the department/unit ensuring that annual evaluations are conducted in a timely manner and submitted on time in accordance with campus and library policy.

4. Establishes and maintains communication with department/unit staff to facilitate the work of the library and ensure library staff is informed of library activities and initiatives.

Professional Responsibilities

- Participates in appropriate professional and scholarly associations and organizations including maintaining membership and/or accreditation; attending meetings, conferences, workshops; and serving in appointed or elected positions.

- Maintains up-to-date professional knowledge and skills in areas related to primary job assignment as well as maintains general knowledge of current trends in higher education, academic libraries, and information and educational technology.
• Adheres to guidelines outlined in the *Handbook Governing the Librarian series for Faculty-Equivalent Librarians* to ensure appointment, appointment renewal and promotion-in-rank
• Participates in library and campus communities as appropriate for service purposes.

**Required Qualifications**

[insert bulleted list of required qualifications beginning with educational credentials first, followed by professional experience]

- ALA-accredited master’s degree in Library and Information Science OR equivalent education and relevant library experience.
- Six to eight years of experience in supervising and managing librarians or staff including coaching, motivating, and mentoring.
- Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, etc.
- Evidence of analytical, organizational, communication, project, and time management skills and demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and within budget and in accordance with task/project parameters.
- Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications. Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software.
- General knowledge of website design to enhance the user experience.
- Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty and student population.
- Capacity to thrive in an ever-evolving, future-oriented environment of a major research institution and to respond effectively to changing needs and priorities.
- Demonstrated knowledge of current trends and issues in academic libraries, higher education, and relevant subject disciplines.
- Evidence of active participation, involvement, and leadership in local, state, regional, national, or international professional or scholarly associations.
- Experience and demonstrated skill in supervision, including hiring, orienting, training and development, organizing workloads, delegating responsibility, providing guidance and direction, monitoring and evaluating performance, coaching and counseling, and taking disciplinary action as necessary. Ability to be proactive, flexible, and collaborative as a supervisor in order to accomplish departmental, library, and institutional goals.

**Preferred Qualifications**

- Experience providing and managing library services with evidence of progressively increasing scope of responsibility in an academic medical or research institution library and evidence of successful record of leadership and ability to foster an organization-wide perspective that ensures effective stewardship of available resources.
- Evidence of competence in strategic planning and in introducing and managing change in complex environments along with budget planning and administration, human resources management, and facilities and space planning and management in complex organizations.

**Application Procedures**

Interested candidates should review the applications requirements and apply online at [https://faculty-emory.icims.com/jobs/61315/job](https://faculty-emory.icims.com/jobs/61315/job), Requisition/Job Posting #61315

Applications may be submitted as Word or PDF attachments and must include:
1) Cover letter of application describing qualifications and experience;
2) Current resume/vita detailing education and relevant experience; and
3) On a separate document list the names, email addresses, and telephone numbers of 3 professional references including a current or previous supervisor.

**Candidates applying by January 8th will receive priority consideration.** Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women, minorities, people with disabilities and veterans.

**General Information**
Professional librarians at Emory Libraries are 12-month faculty-equivalent positions evaluated annually with assigned ranks renewable for 3 or 5 years based on experience and background. Appropriate professional leave and funding is provided. Depending on educational credentials and position, librarians may be considered for a shared/dual appointment between the library and academic department as a faculty member.

Librarian appointees at Emory generally have educational credentials and professional backgrounds with academic library experience and/or disciplinary knowledge and demonstrate a commitment to continuous learning, professional engagement and involvement, research and scholarship, creativity, innovation, and flexibility. Such backgrounds will normally include a graduate degree from an ALA-accredited library and information science program AND/OR a discipline-specific master’s OR doctoral degree. In addition to professional competence and service within the library in the primary job assignment, advancement and/or appointment renewal requires professional involvement and contributions outside of the library and scholarly activities. Candidates must show evidence or promise of such contributions.

Emory provides an extremely competitive fringe benefit plan that includes personal leave, holiday pay, medical and dental plans, life insurance, courtesy scholarships, and tuition reimbursement just to name a few. For a full list of benefit programs, please go to [http://www.hr.emory.edu/eu/benefits/](http://www.hr.emory.edu/eu/benefits/).

**Description of Institution and Library**
Emory University is internationally recognized for its outstanding liberal arts college, superb professional schools, and one of the South’s leading health care systems. Emory’s beautiful, leafy main campus is located in Atlanta’s historic Druid Hills suburb and is home to 8,079 undergraduates and 7,372 graduate and professional students. As the second largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately, 37,716 and an annual operating budget of $5.6 billion. Emory University received $831 million in research funding in fiscal year 2020.

Ranked among the top 20 Association of Research Libraries (ARL) in North America, Emory University Libraries in Atlanta and Oxford, Georgia is the interdisciplinary intellectual commons for Emory University. The collections at the nine Emory Libraries include more than 5.6 million volumes, 400,970 electronic journals, over 1.6 million electronic books, and internationally renowned special collections. The Stuart A. Rose Manuscript, Archives, and Rare Books Library is home to over 190,000 cataloged titles and more than 19,000 linear feet of manuscript material. Rose Library’s collections span more than 800 years of history, with particular depth in modern literature and poetry, African American history and culture, political, social and cultural movements, and the University’s archives.

Emory Libraries staff, including student workers, number approximately 350 with an overall library budget of approximately $42 million. Emory University Libraries is a member of the Association of Research Libraries (ARL), the Association of College and Research Libraries (ACRL), the Atlanta Regional Council for Higher Education (ARCHE), the Coalition for Networked Information (CNI), the Center for Research Libraries (CRL),
the Council on Library and Information Resources (CLIR), the Digital Library Federation (DLF), International Federation of Library Associations and Institutions (IFLA), and the Scholarly Publishing & Academic Resources Coalition (SPARC) as well as regional associations including the Association of Southeastern Research Libraries (ASERL) and Georgia Library Learning Online (GALILEO).

The Emory University Libraries include the Robert W. Woodruff Library, which is also home to the Goizueta Business Library, the Heilbrun Music and Media Library, and the Stuart A. Rose Manuscript, Archives, and Rare Book Library. Other library spaces include the Science Commons, Cox Hall Computing Center, the Library Service Center operated in collaboration with the Georgia Institute of Technology, the Woodruff Health Sciences Center Library, the Pitts Theology Library, the Hugh F. MacMillan Law Library, and the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta.

**Diversity Statement**

Emory Libraries recognize diversity, equity, and inclusion as core values integral to achieving our mission to enrich the quality of life and advance intellectual discovery by connecting people of diverse backgrounds and experiences. We champion an inclusive work environment through competency training, reassurance of personal growth, restorative communication practices, and diverse recruitment and retention. We offer exhibits, collections, programming, and research assistance that speaks to the rich needs and identities of patrons from the Emory community and beyond. We encompass opportunities that strengthen these values. We invite you to bring your true self to the library and feel welcomed when you arrive.

*– December 2020*

**Emory University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Georgia State Laws, regulations, and executive orders regarding nondiscrimination and affirmative action in its programs and activities. Emory University does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran’s status.**