ECR Specialist, Sr.

**Department:** EUL: Electronic and Continuing Resources, Robert W. Woodruff Library

**Salary:** Commensurate with qualifications and experience

**Position Availability:** Immediately (On-Campus)

**Job Description**

Reporting to the Head of Electronic and Continuing Resources (ECR), the specialist is responsible for serials maintenance processes and procedures that control the information about and access to Woodruff Library’s print serials collection serving patrons from all campuses. These responsibilities include timely and accurate tracking of information in applicable software programs, cataloging, problem solving, receiving and subscription maintenance, which ensure serials bibliographic content, and holdings data quality is consistent, reliable and provide effective access for the support of teaching, learning and research. Over time, responsibilities for managing electronic serials will grow as print subscriptions decline.

**Key Responsibilities**

A. **Receiving**
   1. Serves on the Electronic and Continuing Resources Team.
   2. Serves as the primary expert in library services platform serials subscription records, applying specialized knowledge of print resource cataloging and maintenance, serials copy cataloging, for other ECR team members and Emory Libraries staff within and beyond Resource Services.
   3. Performs essential tasks throughout the print serials lifecycle, including cataloging, ordering, invoicing, receiving, subscription maintenance, and print troubleshooting.

B. **Binding**
   1. Performs tasks related to binding operations for all Emory Libraries including the resolution of bibliographic and other problems related to binding.
   2. Performs binding tasks including using the ABLE online database, collecting and prepping materials for the bindery and updating inventory records in the library services platform, Alma.
   3. Performs quality control on items returned from the bindery to ensure proper receipt and accurate data.

C. **Electronic Resources**
   1. Ensures continuous access and authentication to electronic journals, databases, streaming video and other materials acquired digitally by coordinating with staff at other campus libraries and liaising with Core Systems, vendors and publishers as necessary.

D. **Other**
   1. Serves as a Student Supervisor in ECR Team.
2. Responsible for recruitment, hiring, orientation, training, reviewing time and attendance, and evaluating performance of student employees.

**Library Required Qualifications**

*These qualifications are required by the library in addition to the minimum required qualifications of the University listed below.*

- 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.
- 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 ambiguous, future-oriented environment of a major research institution and to respond effectively to changing needs and priorities.

**Library Preferred Qualifications**

- Experience in an academic or research institution library.
- Experience in supervising and managing student employees.
- Experience with serials and electronic resources management with a technical services perspective.
- Recent and relevant experience working in the technical services area of an academic or research library.

**University Job Description:**

Performs complex resources management operations (e.g. acquisitions, serials or preparing materials for binding), using specialized knowledge of the book trade, online databases, microcomputer applications, complex reference tools, and/or foreign languages.

**University Minimum Required Qualifications:**

A bachelor's degree in a related field. Three years related experience. Requires one or more of the following: computer skills, special skills, or a proficiency in a foreign language.

**Application Procedures**

Interested candidates should review the applications requirements and apply online at
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 and minorities.

**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.

Emory University is an Equal Opportunity/Affirmative Action/Disability/Veteran Employer.