Staff Position Posting

Mgr, Operations – Rose Library

Department: LITS: Stuart A. Rose Manuscript, Archives, and Rare Book Library, Rose Library

Salary: Commensurate with qualifications and experience

Position Availability: Immediately

University Job Summary

Reporting to the Director of the Rose Library and with minimal oversight, the Operations Manager provides general office management and operational oversight for the Stuart A. Rose Manuscript, Archives and Rare Book Library. Primary responsibilities include office operations, facilities, space & operations management, budget support, program and event support, and excellent communication. Responsible for routing voice mails for main library phone to appropriate staff via email. Manages department listservs. Oversees general library operations, library calendar, and space management, ensuring that office activities comply with University and Library policies and procedures. Assists with maintaining calendar and meeting requests for the Director. Coordinates domestic/international travel arrangements. Responsible for managing all aspects of the Rose Library annual fellowship. Communicates to building facilities director maintenance and facility. Works with building access services to process student, faculty, staff, and guest access to space. Assists with setting up/clearing out offices for new and leaving staff including acting as a liaison with HR and IT to onboard/deboard employees with operational needs, including technology, account access, mail processes, supplies, breakroom. Prepares or assists in the preparation of budgets, status reports, tracking expenditures, and processing expense reports. Oversees department’s processing of invoices ensuring timely payment and accurate reporting on the status of invoices and delivery of services provided by vendors using university financial software systems. May assist with small grant proposals and reporting. Provides occasional on-site event support for public and private library events with the Rose Library staff and Emory Libraries Campus and Community Relations Team (CCR). Required to work occasional overtime and outside of normal business hours, including nights and weekends, to support major programs and events. Provides reservations with access to information on catering vendors, parking/transportation office, A/V vendors, campus services, access services, etc. Supervises and directs the work of event undergraduate/graduate students. Performs other related responsibilities as required.
Emory Libraries requires that our employees recognize diversity, equity, and inclusion as essential core values to achieving our mission to enrich the quality of life in an inclusive work environment through competency training, reassurance of personal growth, restorative communication practices, and embrace our diverse identities of patrons within the Emory community.

*The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.*

**Key Responsibilities & Duties**

**OFFICE MANAGEMENT (25%)**
- Assists with incoming and outgoing USPS/FedEx/UPS mail.
- Responsible for routing voice mails for main library phone to appropriate staff via email.
- Manages department listservs.
- Oversees general library operations, library calendar, and space management, ensuring that office activities comply with University and Library policies and procedures.
- Assists with maintaining calendar and meeting requests for the Director.
- Assists Directors, Curators, and Advancement with board meeting prep.
- Coordinates domestic/international travel arrangements for Director, visiting speakers, and dignitaries.
- Assists Director and CCR with arranging print/digital communications for Rose Library collections, services, programs, department website, holiday cards/mailing list, etc.
- Responsible for managing all aspects of the Rose Library annual fellowship program including developing marketing materials, managing website, and post-fellowship blog posts for approximately 50 fellows annually.

**FACILITIES/SPACE/OPERATIONS (20%)**
- Works with building facilities director to process maintenance and facility requests including but not limited to new signage, furniture upgrades/maintenance, room upgrades/maintenance, lighting upgrades/maintenance, IT upgrades/maintenance, wall repairs, painting, and other damage to Rose Library spaces through normal library activities that include staff and visitor use, exhibition installations, etc.
- Works with building access services to process student, faculty, staff, and guest access to space.
- Assist with setting up/clearing out offices for new and leaving staff including acting as a liaison with HR and IT to onboard/deboard employees with operational needs, including technology, account access, mail processes, supplies, breakroom.

**BUDGET AND FINANCE SUPPORT (25%)**
- Prepares or assists in the preparation of budgets, status reports, tracking expenditures, and processing expense reports.
- Oversees department’s processing of invoices ensuring timely payment and accurate reporting on the status of invoices and delivery of services provided by vendors using university financial software systems.
• Maintains current knowledge of university budgets and financial systems.
• Responsible for operational oversight of Rose Library annual fellowship program, working closely with Curators to execute processing awards, financial payments, and post-fellowship requirements for approximately 50 fellows annually.
• Maintains excellent documentation of agreements, contracts, technical documentation for any computer systems, budget documentation, endowment and gift agreements.
• May help with small grant proposals, like the annual Hightower Fund Application and reporting.

PROGRAM/EVENT SUPPORT (20%)
• Coordinates event management for public and private library events with the Rose Library staff and Emory Libraries Campus and Community Relations Team (CCR).
• Maintains event calendar and all requests for events in the space. Works closely planning events with catering vendors, parking/transportation office, A/V vendors, campus services, access services, etc.
• Use event planning software/systems such as Zoom, YouTube, Eventbrite, Mailchimp, etc.
• Must be able to lift/move furniture and equipment up to 30 lbs.
• Standing and walking is required.
• Required to work occasional overtime and outside of normal business hours, including nights and weekends, to support major programs and events that include the Richard Ellmann Lectures in Modern Literature and the annual 12th Night Gala Annual fundraiser event and Raymond Danowski Poetry Library Reading Series.
• Responsible for sale and shipping of event materials sold online and in-person.
• Responsible for giving tours of space to potential event space rentals, discussing policies, processing space rental payments, etc.
• Assists CCR team with management of email marketing for events requiring knowledge of email marketing systems such as Mailchimp.
• Supervises and directs the work of administrative and event undergrad/grad students.
• Develops metrics and tracks statistics to review and evaluate the success and impact of event/room rentals.

OTHER DUTIES AS ASSIGNED (10%)

University Minimum Required Qualifications

A bachelor’s degree in business administration or a related field and two years of office administration or related experience, OR an equivalent combination of education, training, and experience. Experience with various personal computer software applications. Must be able to lift/move furniture and equipment up to thirty pounds.

Library Required Qualifications

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

**Application Procedures**

Interested candidates should review the applications requirements and apply online at Emory Careers job number 80264.

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.

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