



Emory University Libraries Human Resources

Professional Position Posting

ASERL Program Coordinator for Shared Collection Resources

Department:	ASERL
Salary:	Commensurate with qualifications and experience
Position Availability:	Immediately
Work Location:	Fully Remote

Position Summary

Reporting to the Association of Southeastern Research Libraries (ASERL) Executive Director, the ASERL Program Coordinator for Shared Collection Resources will lead the expansion of ASERL's Shared Print Collections and Resource Sharing initiatives, with a focus on identifying ways ASERL members can more effectively share collections in service to their communities. This position includes managing the work of volunteer co-chairs of several Interest Groups, working with partners at other organizations to design and implement activities related to Shared Print, and managing a .20FTE volunteer Visiting Program Officer (anticipated in early 2023) to help research and propose new Resource Sharing activities for the consortium. This position offers an excellent opportunity to work with talented and motivated staff across many research libraries in the Southeast to convene a wide array of activities to explore options for new inter-lending collaborations and support / expand longstanding shared print agreements.

ASERL will consider applicants from remote work locations; relocation to Atlanta is not a requirement for this position.

Essential Responsibilities & Duties

- A. Program Research, Design, and Implementation

1. The Program Coordinator will research options for improving Resource Sharing operations at ASERL member libraries, including technology and workflow issues for Controlled Digital Lending, recommending possible new technologies and/or licensing models for electronic content that that could be adopted by ASERL members to facilitate / expedite the sharing of materials, and policy and process questions that would enable greater access to Special Collections content.
2. The Program Coordinator will also be responsible for the periodic review / updating of the "ASERL Eleven" licensing principles document.
3. The Program Coordinator will examine options for optimizing ASERL's longstanding Shared Print retention agreements to ensure designated materials are retained are available to support learning and scholarship. This role also includes primary responsibility for supporting ASERL's participation in the Rosemont Shared Print Alliance, the PAPER archive, ongoing maintenance of the Journal Retention & Needs Listing [JRNL] database, the ASERL Documents Disposition database and other decision-support tools used by participating libraries, and coordination of bibliographic updates to the WorldCat database.
4. Lastly, this position includes supporting the ASERL Board of Directors and Executive Director with note-taking and other tasks on an as-needed basis.

B. Professional Responsibilities

1. 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.
2. 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.

Required Qualifications

- Degree from an accredited college or university and minimum five years' experience working in an academic library or consortium – preferably with experience in Shared Print Collections and/or Resource Sharing environments – or equivalent experience.
- Robust experience in leading volunteer-based groups, consortia, and project management is helpful.
- 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.
- 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.

Preferred Qualifications

- Advanced degree (subject master's or doctoral) in a relevant discipline.

Application Procedures

Interested candidates should review the applications requirements and apply online at:

<https://faculty-emory.icims.com/jobs/98200/job>

Applications may be submitted as Word or PDF attachments and must include:

- 1) Current resume/vita detailing education and relevant experience;
- 2) Cover letter of application describing qualifications and experience; and
- 3) ASERL staff are employees of Emory University. Emory Libraries recognize diversity, equity, and inclusion as core values integral to enriching the quality of life and advance intellectual discovery by connecting people of diverse backgrounds and experiences. In a separate statement, please reflect upon how the work of this position might advance these values. Limit your response to no more than 500 words.
- 4) On a separate document list the names and relationships, email addresses, and telephone numbers of 3 professional references including a current or previous supervisor.

Review of applications will begin the week of September 12, 2022. 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.

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.