



## *Professional Position Posting*

### **Head of Assessment (Librarian)**

**Team:** Assessment team

**Division:** Research Engagement and Scholarly Communications (RESC)

**Salary:** Commensurate with qualifications and experience

**Position Availability:** Summer 2024

#### **Position Summary**

The Head of Assessment will have a leadership role in planning, implementing, and sustaining a comprehensive assessment program for Emory Libraries building on existing assessment infrastructure. This position will work collaboratively with leaders and staff across the organization to identify the Libraries' assessment data needs, to create a data-informed assessment strategy, and to support library-wide assessment efforts. The position reports to the Associate University Librarian of the Research, Engagement, and Scholarly Communications Division (RESC) and will manage two team members. The Assessment team includes the Assessment Coordinator supporting library, university, and accreditation reporting and a Collections Analyst supporting data analysis of library collections. The successful candidate will:

- Lead the team and the organization to collect and utilize qualitative and quantitative library data to determine next steps in assessment priorities that will support library and university goals, demonstrate impact on library users, and strengthen organizational performance (e.g the Assessment team will have a role in assessing progress on the [Emory Libraries strategic goals](#)).
- Identify data needs and analyze systems and services for continuous improvement.

#### **Essential Responsibilities & Duties**

##### Assessment Team Responsibilities

1. Leads a team and collaborate with colleagues to plan, develop, implement, promote, and assess library services and resources.
2. Spearheads the library survey of the Emory community, executed every three years, and work with leadership to communicate and act upon findings.
3. Collaborates with the Assessment Coordinator to collect data for annual reporting and operational statistics, as well as ensure proper reporting on statistics on library collections, expenditures, facilities, and services to external organizations (e.g., ARL, ACRL, IPEDS, ASERL) and for university data submissions. Analyzes activities and statistics and tracks institutional trends to facilitate comparison to national trends.
4. Leads, coordinates, and guides the activities of the Assessment Integration Group, which has

representation from across the Libraries.

5. Communicates findings, datasets, and reports for internal and external audiences through presentations, dashboards, etc., as well as collaborates with the Libraries' Campus and Community Relations (CCR) division to incorporate appropriate assessment data into library publications and other communication channels.
6. Analyzes assessment data and presents information to senior library administration to help with decision-making.
7. Helps assess Emory Libraries' engagement with the campus-wide strategic framework, One Emory: Ambition and Heart and the [Provost's major initiatives](#), such as Student Flourishing and AI.Humanity.
8. Plans and implements training and professional development opportunities for librarians and staff on methods of assessment, including creating and maintaining assessment tools, aids, guides, webpages, and tutorials as needed. Increases institutional knowledge of best practices for assessment, including ethical considerations related to assessment.
  - a. Visualize Library data on a [Fact and Figures dashboard](#).
9. Manage and define the data elements, locations and people who report them, for Emory Libraries by leading Emory's LibPAS initiative, a secure data warehouse for library assessment data.
10. Actively advance diversity, anti-racism, equity, and inclusion by engaging with the Emory community to ensure that a full range of voices and perspectives are sought, considered, protected, and respected in the assessment process.
11. Perform other duties related to assessment as needed to accomplish the goals of the department, division, and library.
12. Work closely with other library staff in areas of assigned responsibility and participate in library-wide and university-wide initiatives as appropriate.

### Managerial Responsibilities

1. Serves as the department head for the Assessment team with programmatic responsibility for functional areas and direct supervision of two FTE paraprofessional staff members.
2. Serves as a member of the leadership team within the Research, Engagement, and Scholarly Communications Division.
3. Works with direct reports to coordinate recruitment, hiring, orientation, training, supervision, and evaluation employees. Coaches, mentors, and counsels both direct reports to develop staff in a positive and proactive manner ensuring individuals have opportunities to develop broad knowledge of library operations and services as well specialized skills. Works with Libraries' HR staff to develop specific training for staff based on need and participates in succession planning and management initiatives as appropriate.
4. Develops and maintains current job descriptions for staff within department. Reviews requests for new positions and reclassifications and submits to University Librarian for consideration. Works with HR staff to facilitate reclassifications.
5. Conducts annual performance evaluations for direct reports and oversees this 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.
6. Establishes and maintains communication with department/unit staff to facilitate the work of the Libraries and ensure library staff is informed of library activities and initiatives.

## Professional Responsibilities

7. Participates in professional and scholarly associations and organizations including maintaining membership and/or accreditation; attending meetings, conferences, and workshops; and serving in appointed or elected positions.
8. 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.
9. Adheres to guidelines outlined in the *Handbook Governing the Librarian series for Faculty-Equivalent Librarians* to ensure appointment, appointment renewal and promotion-in-rank
10. Participates in library and campus committees as appropriate for service purposes.

## **Required Qualifications**

- ALA-accredited master's degree in library and information science or equivalent education and library experience. (e.g., statistics, data science, analytics, education)
- Minimum of three years of experience
- Demonstrated experience coordinating an assessment program.
- Demonstrated awareness of library assessment issues and trends and a strong understanding of the key issues and trends in library services and spaces.
- Experience presenting information to help with decision making.
- Ability to prioritize effectively to coordinate multiple projects simultaneously and meet project deadlines.
- Commitment to user-centered library services. Demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and within budget and in accordance with task/project parameters.
- 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.
- Evidence of excellent communication, public speaking, teaching, writing, and analytical skills.
- Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty, staff, and student population.
- Demonstrated willingness to respond to new opportunities with initiative, creative energy, and leadership.
- Evidence of active participation, involvement, and leadership in local, state, regional, national, or international professional or scholarly associations.

## **Preferred Qualifications**

- Practical knowledge of reporting requirements for IPEDS, ARL, ACRL and/or other external organization.
- Knowledge of tools and processes for collecting, analyzing, and reporting data (e.g., RefAnalytics,

- R, Excel) and experience building custom dashboards (Tableau, etc.)
- Advanced degree in subject discipline.
- Project management experience.
- Experience using LibPAS

### **Application Procedures**

Interested candidates should review the applications requirements and apply online at {Link to Interfolio posting}, <http://apply.interfolio.com/145150>

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

- 1) Current resume detailing education and relevant experience.
- 2) Cover letter of application describing qualifications and experience; and
- 3) 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 commit to equitable access to information, diversity of collections and perspectives, fairness, transparency, confidentiality, and recognizing and respecting the diversity of our ever-changing communities.  
Please share your professional and leadership philosophy, including how you would foster diversity, equity, and inclusion at Emory University Libraries through the lens of assessment. Please limit your response to no more than 3 paragraphs.
- 4) On a separate document list the names, relationships, email addresses, and telephone numbers of 3 professional references including a current or previous supervisor.

**Review of applications will begin the week of May 27, 2024.** 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/>.

## **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.

**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 welcomes and encourages diversity and 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.**

*– December 2022*