



Professional Position Posting

Associate University Librarian for Special Collections and Director of Rose Library

Department:	Stuart A. Rose Manuscript, Archives, and Rare Book Library (Rose Library)
Salary:	Commensurate with qualifications and experience
Position Availability:	Immediately

Library Summary

The Stuart A. Rose Manuscript, Archives, and Rare Book Library (Rose Library) promotes access, learning, scholarship, equity, and justice by documenting, preserving, and making accessible distinctive and diverse manuscript collections, archival records, and rare books. The Rose Library's key collections are African American history and culture, poetry and literature, Southern political, cultural, and social movements, Emory University history, and rare books.

The Rose Library fosters original research and critical engagement with the past by advancing teaching with special collections and drawing in diverse communities through innovative outreach, programming, and exhibitions. As the largest special collections library at Emory, the Rose Library leads collaborations on products and services of benefit to all special collections. In addition, Rose Library plays a key role as a collaborator with members of the President's Office on a re-examination of Emory's history and documented past.

Emory, a private university, has an institutional mission "to create, teach, preserve, and apply knowledge in the service of humanity" and the university and the libraries champion the principles of diversity, equity, inclusion, and social justice that undergirds that mission. The Rose Library focuses on providing equitable access to collections by increasing the number of collections available online through [Emory Digital Collections](#). In addition, the Rose Library has a planning grant from NEH to support the [Wayfinder Project: Revealing Black Print Culture to a Linked World](#) as well as a planning grant from the Mellon Foundation to create a [virtual reading room](#), in collaboration with the National Library of Ireland, to expand access to Irish literary collections and serve as a model for removing barriers to accessing special collections while respecting the rights of authors.

Learn more about the Emory Libraries [Strategic Framework](#) and the [Rose Library](#) on our website.

Position Summary

Emory Libraries seek a highly collaborative individual as Associate University Librarian (AUL) for Special Collections and Director of Rose Library. Reporting to the Associate Vice Provost and University Librarian, the AUL and Director of Rose Library is a member of the Libraries leadership team and contributes to strategic and annual planning, development and implementation of major strategic initiatives for the broader Libraries, and works collaboratively across the Libraries to integrate special collections into the broader strategic directions of the Libraries and the University.

The AUL and Director provides vision, leadership, administration, and strategic direction for all programs within the Rose Library and strategically aligns special collections, services, programs, and outreach with the broader libraries, Emory's academic mission, and the community. The AUL and Director has approximately 22 full-time staff, including 5 direct reports with responsibilities for curators and collection development, collection services, public services, oral history, university archives, and rare books.

In collaboration with the Rose Library leadership team, the AUL and Director actively participates in promotion, marketing, and development efforts including efforts to broaden digital access to the collections. The AUL and Director, as the leader of the largest special collections library on campus, serves as the chair of the Special Collections Steering Committee and participates in the advancement of services, collections, and programs at the local, state, regional, national and international level.

Emory Libraries values diversity, equity, and inclusion as essential core principles to achieving our educational mission and embracing the diverse identities of all. It is our belief that a sense of belonging is a vital component to enriching one's quality of life. As an ongoing part of building our inclusive work environment, we embrace this through activities that include competency training, personal growth and professional development, and open communication practices.

This position offers some possibility for flexible work arrangements; however, the expectation is that the successful candidate will work primarily on-site.

Essential Responsibilities & Duties

Leadership & Administration

- Contributes to the Libraries leadership team for strategic and library-wide planning, policy making, development and assessment of services.
- Provides vision and leadership in the administration of the Rose Library in alignment with the Libraries' and Emory's educational and research mission. Collaboratively builds a strategic direction for Rose Library collection development, working to align and integrate collections and services into the broader goals of the Libraries and the University. Identifies opportunities for the Rose Library to lead regionally and nationally, transforming collections and services.
- The Rose Library has approximately 22 FTE, which includes five direct reports consisting of an Associate Director, Assistant Director of Public Services, Assistant Director of Collection Development, University Archivist, and Oral Historian who manage the Rose Library's departments and units and supervise staff and student employees. The AUL and Director coaches, mentors, and works with direct reports to build a high trust organizational culture, as well as coordinating recruitment, hiring, supervision, professional development, and evaluation of staff and student employees.
- Works collaboratively to establish priorities, build strategies, and advance directives for collection development for both digital and print materials. Identifies and initiates collecting areas in support of records management, evolving research, and the teaching mission. Promotes engagement with faculty, University Administration, and donors to build and steward relationships in the advancement of Rose

Library collections. Works to increase the use of special collections and University records and archives in the classroom, in digital scholarship initiatives, in the development of open educational resources, and exhibitions.

- Oversees Rose Library budgets, personnel management, and space planning in collaboration with the leadership team. Initiates timely changes and assessment strategies to advance the organization's effectiveness, efficiency, and services in all areas. Advocates for internal and external funding for special collections and projects. Provides guidance to enhance appraisal, collection development and collection management capabilities and ensures that allocated funds are managed appropriately.

Collaboration & Engagement

- Seeks various pathways to increase the recognition of Rose Library collections and services and promotes the Rose Library's role in the academic and broader community. Participates as an advocate and the primary spokesperson from the Rose Library to the schools, colleges, and departments and university committees for archives, special collections, and records management.
- In collaboration with Marketing and Communications develops and manages a diverse palette of educational public programs, services, and exhibitions to showcase collections, encourage dialogue, and enhance the curricular and scholarly use of Rose Library collections.
- Ensures coordination and integration where appropriate, encouraging personnel to work across the Libraries, the Carlos Museum, and the Emory Center for Digital Scholarship, to support goals and initiatives. Works with other departments and staff to develop priorities, technical infrastructure and workflows in support of the Libraries strategic priorities.
- Fosters a collaborative and inclusive work environment in alignment with the Libraries' and the University's equity, diversity, and inclusion goals.

Marketing, Donor Relations, Stewardship, Grants, and Fundraising Activities

- In collaboration with the Associate Vice Provost and University Librarian and the university's Advancement and Alumni Engagement (AAE) division, cultivates donors and other funding opportunities to advance the Libraries' goals, resources, and infrastructure.
- Co-leads, with curatorial team members and AAE liaison, Rose Library advisory boards, including the Raymond Danowski Library Board and the Billops Hatch Advisory Board, aligning board interests with library priorities to achieve mutual benefits and results.
- Works with the Rose Library team and Marketing and Communications to develop relevant publications, websites, video, programming, and activities to highlight collections and fundraising opportunities related to the preservation and expansion of special collections.
- Participates in donor stewardship activities through various forms of communication and interactions.
- Investigates and pursues relevant grant opportunities to expand access to collections, preservation, education, and services.
- Connects to entities and attends conferences relevant to advancement to build networks and knowledge and expand the development pipeline.

Professional Activity

- Participates in library committees related to primary job assignment as appropriate.
- 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.

- Represents the Libraries on university committees and task forces related to primary job assignment or at the request of the Associate Vice Provost and University Librarian.
- Represents the Libraries on professional and scholarly association committees, task forces, work groups, and other entities at the local, state, regional, national, and international level as appropriate or requested by the Associate Vice Provost and University Librarian.

Required Qualifications

- ALA-accredited master's degree in library and information science OR equivalent education and experience.
- Minimum of ten years of increasingly responsible experience within a major research library; familiarity with current special collections practices and initiatives including digital strategies.
- Demonstrated competence in strategic planning and managing change in complex environments.
- Experience with budget planning and administration, human resources management, and facilities and space planning.
- Demonstrated leadership ability, analytical skills, creative and innovative problem-solving skills, and a strong commitment to service excellence.
- Commitment to fostering a diverse, equitable, and inclusive educational environment and workplace and an ability to work effectively with a diverse faculty, staff, and student population.
- Excellent skills in building and sustaining an effective communication strategy and interpersonal relations.
- Demonstrated experience in building an effective assessment strategy.
- Evidence of an ability to develop and maintain an expansive development program including government and foundation grant applications and/or individual and corporate awards.
- Commitment to professional issues demonstrated through demonstrated knowledge of current trends and issues and evidence of active participation, involvement, and leadership in local, state, regional, or national professional or scholarly associations and documented evidence of research and publication.
- 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

- Advanced degree (subject master's or doctoral) in a relevant discipline.
- Specialization in rare books or archival administration in an academic or special library.
- Participation in digital and scholarly communications initiatives.

Application Procedures

Interested candidates should review the applications requirements and apply online at {Link to iCIMS posting}, Requisition/Job Posting # <http://apply.interfolio.com/143881>

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) Examples: This is a key leadership position in Emory Libraries that manages and leads a diverse, service-oriented team. In a separate statement, please share your management and leadership

philosophy, including how you would foster diversity, equity, and inclusion at Emory University Libraries. Please limit your response to no more than 3 paragraphs.

- 4) 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 May 15th 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/>.

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 \$1 billion in research funding in 2023.

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 133,976 print titles, 201,134 volumes and over 2,200 collections measuring over 21,815 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, rare books 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, 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.