



## *Professional Position Posting*

# Associate University Librarian and Director of Woodruff Health Sciences Center Library

<b>Department:</b>	Woodruff Health Sciences Center Library
<b>Salary:</b>	Commensurate with qualifications and experience
<b>Position Availability:</b>	Immediately

### **Library Summary**

The Woodruff Health Sciences Center Library (WHSC Library) serves the Schools of Medicine, Nursing, and Public Health, the graduate Division of Biological & Biomedical Sciences, the Emory National Primate Research Center, and Emory Healthcare hospitals including components of the Emory Clinic. [Branch libraries](#) are in teaching hospitals, Emory Hospital and Emory Midtown, with clinical informationist services offered online via consultation or in-person for instruction and research support.

The Woodruff Health Sciences Center Library offers a wide range of unique services and programs that aim to optimize research, education, and clinical care processes throughout the Woodruff Health Sciences Center with reliable and sustainable access to and utilization of data, information and knowledge. Informationists and staff provide a full range of [services](#) supporting teaching, research and patient care.

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.

Learn more about the Emory Libraries [Strategic Framework](#) and the [Woodruff Health Sciences Center Library](#) on our website.

### **Position Summary**

Emory Libraries seek a highly collaborative, knowledgeable, and strategic individual as Associate University Librarian (AUL) and Director of the Woodruff Health Sciences Center Library. Reporting to the Associate Vice Provost and University Librarian, the AUL and Director of Woodruff Health Sciences Center Library serves as a senior-level manager and member of the Libraries’ leadership team and works collaboratively across the Libraries to integrate health sciences into the broader strategic directions of the Libraries and the University. As a member of library’s senior leadership, the AUL contributes to strategic and annual planning including development and implementation of major strategic initiatives; oversight of services, policies, and programs; resource allocation and management, and human resource planning and management. Working with the Associate Vice Provost and University Librarian, the AUL ensures the

Emory Libraries actively participate in collaborative programs and services within the library field at the local, state, regional, national and international level in advancement of library services, collections, and programs. Senior-level managers actively participate in the Libraries' fundraising and development efforts.

The AUL and Director provides vision, leadership, administration, and strategic direction for all programs within the WHSC Library and strategically aligns collections, services, programs, and outreach with the broader libraries, Emory's academic mission, and the healthcare mission. The AUL and Director provides leadership, support, coaching and mentorship to approximately 22 FTE employees.

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

- Serves as a member of the Libraries' senior management group and works in collaboration with senior management team on policy issues affecting all functional areas, budget allocation, human resources, development of service policies and programs, space planning, communication, and fundraising and development. Ensures coordination with other library divisions, departments, and units as necessary to ensure timely provision of services and stewardship of the collection.
- Coordinates implementation of the Libraries' goals within the WHSC Library and oversees implementation of specific initiatives, objectives, and projects to meet organizational goals, ensuring effective timely reporting and communication on progress.
- Provides vision and leadership in the administration of the WHSC Library in alignment with the Libraries' and Emory's educational and research mission and collaboratively builds a strategic direction for WHSC Library.
- 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 employees. The WHSC Library has approximately 22 FTE, which includes six direct reports consisting of an Associate Director, Head of Information Services, Head of Collection Services, Archivist, Research Informationist, and Office Manager.
- Oversees WHSC Library budgets, personnel management, and space planning in collaboration with the leadership team. Initiates timely changes and assessment strategies to advance the WHSC Library's effectiveness, efficiency, and services in all areas. Advocates for internal and external funding for collections, projects, and space improvement. Provides guidance for collection development and collection management and ensures that allocated funds are managed effectively.
- Develops and maintain thorough knowledge of the University's teaching, learning, and research programs and initiatives, and its academic goals and plans, to ensure that operations anticipate faculty and student needs.
- Develops and maintains thorough knowledge of Emory Healthcare's research, patient care, and magnet initiatives to ensure that operations anticipate physician and nurse needs.
- Represents the WHSC Library on campus and in state, regional, national, and international arenas in relation to initiatives, programs, and services, and on standing and ad hoc committees

and groups related to public services and collections.

- Chairs and/or appoints and charges committees and task forces as needed and takes responsibility for ad hoc groups as assigned.
- Develops library positions on current issues, recommends actions and active participation in new initiatives or programs; evaluates and assesses current role of the library in cooperative partnerships in the areas of responsibility.
- Participates in the library program of fundraising and development in areas of collections and public services.
- Performs other duties as needed to accomplish the goals of the division/office and the library.

#### 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, preferably in academic health science libraries.
- 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.
- 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.
- 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 a development program including government and foundation grant applications and/or individual and corporate donations.
- Commitment to professional issues 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.

## **Preferred Qualifications**

- Advanced degree (subject master's or doctoral) in a relevant discipline.
- Experience in academic health sciences libraries.
- Participation in 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/160715>

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) The AUL and Director 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 January 17, 2025 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 8,332 undergraduates and 7,687 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 secured \$1.1 billion in sponsored research awards in FY24. 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, over 500,000 electronic journals, over 2 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. The WHSC Library has institutional memberships with the Association of Academic Health Sciences Libraries (AAHSL) and the Medical Library Association (MLA). 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.

**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.**