Library Specialist (Goizueta Business Library)

Department: Goizueta Business Library
Salary: Commensurate with qualifications and experience
Position Availability: Immediately

University Job Summary Statement

Provides complex library user services and research assistance to the university and external communities. Provides access to information, resources, and materials by using a specialized knowledge of electronic databases, microcomputer applications, complex reference tools, and/or foreign languages; these may include the Internet, CD-ROMs, and on-line databases. May create bibliographic access to research materials (government documents, manuscripts, and other resources) using a specialized knowledge of national standards, electronic reference sources, and complex reference tools. May provide physical access to materials employing specialized techniques relating to conservation, binding, reproduction, and/or reformatting. May verify bibliographic information on-line and prepare requests for borrowing and lending of library materials through interlibrary loan or other means. May hire, train and supervise student staff. Performs related responsibilities as required.

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.

Library Position Summary

Reporting to the Executive Director of the Goizueta Business Library (GBL), the Library Specialist is a staff position and a member of the GBL team. This position oversees a suite of services which GBL provides for the Goizueta Business School (GBS) faculty, in particular Course Reserves and Document Delivery. This individual’s responsibilities include other GBL products and services, including the Business Kindle program and Monthly Business Books. He/she will additionally train and oversee student workers who support these services. As a member of the GBL team, the LS may perform other duties in support of GBL’s goals.

Key Responsibilities & Duties
• Oversees the day-to-day operations of the Goizueta Business Library’s (GBL) Faculty Services, including Reserves/Copyright via Blackboard and Document Delivery.
• Works directly with Goizueta Business School (GBS) Faculty and Faculty Area Coordinators to facilitate course reserves, including providing training as requested.
• Effectively communicates with GBS faculty and related staff to educate and inform about GBL Faculty Services.
• Participates as member of the Emory Libraries’ Reserves Working Group on ongoing evaluation, assessment, etc. of the reserves system.
• Consults with Woodruff Reserves Team, Blackboard staff, IT staff and others as needed.
• Oversees acquisitions, billing, downloading, and other related responsibilities for the GBL Business Kindle program.
• Responsible for training and overseeing the GBL student workers/employees; responsibilities include Faculty-focused Reserves and Document Delivery services; various tasks related to the Business Kindle program; maintaining business reference/career collections and New Business Books/Career Display; and other projects as needed by the department.
• Order books and other materials as requested by GBS Faculty.
• Recommend policies and procedures to improve all related processes and workflow.

University Minimum Required Qualifications

Bachelor’s degree in a related field and two years of related work experience OR equivalent combination of experience, education, and training. Positions in this classification may require computer skills, proficiency in a foreign language, or other special skills.

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Library Required Qualifications

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

• Ability to manage and prioritize tasks and perform effectively in a fast-paced environment with a fluctuating workload and frequent distractions and interruptions.
• Capacity to thrive in an ambiguous, future-oriented environment of a major research institution and to respond effectively to changing needs and priorities.
• Excellent project management skills to manage and maintain coordination of multiple projects and people.
• Demonstrates proficiency and capabilities with computers and standard computer office applications, or other productivity software, and the Web; in particular, a strong working knowledge of Excel and Word.
• Working familiarity with networked drives, files structures, etc. for purposes of organizing workflow and documents.
• Attention to detail, demonstrated capacity for carrying out multiple tasks simultaneously in an accurate manner, and ability to check own work and work of others for accuracy.
• Demonstrates sound judgment and ability to work independently, set priorities and maintain them, and follow through on assignments.
• Agility learning and adapting to new applications and systems.
• Capacity to establish and document procedures and workflows.
• Interest and ability to train, motivate and mentor student workers performing exacting work.
• Ability to be proactive, flexible, and collaborative.
• Demonstrated capacity for sound judgment, ability to analyze information and creative problem solving.
• Ability to gather and analyze data and prepare reports.
• Soft skills necessary for interacting and communicating effectively with faculty and staff.
• Ability to build cooperative, effective working relationships with the Goizueta Business School and the library community.
• Ability to work harmoniously and as a team player; thrive in a team-based environment; and foster teamwork among others.
• Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty and student population.

**Library Preferred Qualifications**

• Experience in supervising and managing staff including coaching, motivating, and mentoring.
• Knowledge of Library Course Reserves systems, such as Aleph or Ares, Illiad or DiscoverE.
• Knowledge of Web design applications such as Cascade.
• Knowledge of Social Media platforms, such as Yammer.

Applications/resumes must be submitted online through Emory Careers and looking for job posting #46991BR. Please include a letter of interest along with your resume. For more information, contact Nydia Charles-Huggins at (404) 727-6885, necharl@emory.edu.