



Professional Position Posting

Head of Scholarly Communications

Department: Scholarly Communications in the Research, Engagement, and Scholarly Communications Division

Salary: Commensurate with qualifications and experience

Position Availability: Immediately

The Emory Libraries seek a dynamic professional to lead the Scholarly Communications Office. The ideal candidate will join a collaborative team of two librarians and two paraprofessionals and provide leadership in planning and managing all aspects of scholarly communications. The Scholarly Communications Office website (<https://sco.library.emory.edu>) and the Research Data website (<http://researchdata.emory.edu>) provide information on the various services offered to Emory faculty and students.

Position Summary

Reporting to the Director, Research, Engagement, and Scholarly Communications, the Head of Scholarly Communications leads the Scholarly Communications Office (SCO) and has leadership, management, policy, planning, and advocacy responsibilities for scholarly communications for all Emory libraries, including promoting scholarly repositories and scholarly communications services to the Emory community. Scholarly communications advocacy and services include contributing to the evolution of scholarly publishing and research data management practices in the academy; copyright guidance, advocacy and policy development for the creation, use, and re-use of content in all formats; open access advocacy and policy development, including management of funds to promote open access publishing and open data distribution; and promoting open access and data repositories in support of the library's and university's educational and research mission.

As lead for scholarly communications outreach, responsibilities include advocating for and promoting the use of Emory open access repositories, seeking out contributors, publicizing the repositories benefits and uses, and working collaboratively within Libraries & Information Technology Services (LITS) on the integration of OpenEmory with Emory FIRST, a campus faculty profiling system. The Head of Scholarly Communications will maintain a strong level of competence in scholarly communications issues such as open access, open data, open education initiatives, and new forms of assessment for publication, research, and scholarly impact. The ideal candidate 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.

Position Duties

- Lead and set direction for scholarly communication services and personnel by setting program goals, policies, best practices, and assessment metrics for program success and sustainability.
- Serve as the primary liaison from the Library to the schools, colleges, and departments and university committees in the area of scholarly communication; seeks to promote and advance the library's role in the academic community; and is an advocate and spokesperson to faculty and students with respect to issues, policies, and trends in scholarly communication.
- Serve as a member of the management team for the Research, Engagement, and Scholarly Communications division.
- Coordinate and promote the use of scholarly repositories at Emory, currently OpenEmory, ETDs, and Dataverse, to the Emory community through various means of outreach and by creating and maintaining resources on the repositories, open access, and open data.
- Coordinate and work with subject librarians/liaisons/informationists in all libraries to provide support to faculty in all disciplines with self-archiving materials in OpenEmory, including through Emory FIRST.
- Work with LITS staff to integrate repository services into the research process, including integration of OpenEmory with Emory FIRST, a campus faculty profiling system.
- Coordinate and work with subject librarians/liaisons/informationists in all libraries to provide guidance to faculty and students on how to assess and increase research impact, promoting tools such as ORCID, Altmetric scores, and OpenEmory downloads, among others.
- Coordinate and work with subject specialists/liaisons/informationists in all libraries to provide services to faculty to assess open access journals for impact and evidence of publication rigor, or help faculty discover new outlets for their research.
- Participate in the open and affordable textbook initiative to raise awareness among faculty of alternatives to traditional textbooks purchased by students.
- Work with the Research Data Librarian and other librarians to promote data management services amongst faculty, students, and staff, and to solicit feedback from researchers about data management needs.
- Serve on committees and participates in the Digital Library Program (DLP) as appropriate, including planning and implementing the integration of existing scholarly repositories (OpenEmory, ETDs and Dataverse) into the DLP.
- Provide strategy and prioritization for the repository services offered through OpenEmory and Emory FIRST, ETDs, and Dataverse.
- Work with the Scholarly Repository Application Support Analyst, the Scholarly Repository Library Specialist, and DLP staff on developing workflow and repository services, as well as bug fixes and other software support issues to ensure proper functioning of OpenEmory and ETDs.

Professional Responsibilities

- Participate in appropriate professional and scholarly associations and organizations including maintaining membership and/or accreditation; attending meetings, conferences, and workshops; and serving in appointed or elected positions.

- Maintain up-to-date professional knowledge and skills in areas related to primary job assignment as well as maintaining general knowledge of current trends in higher education, academic libraries, and information and educational technology.
- Adhere to guidelines outlined in the Handbook Governing Librarian Series for Faculty-Equivalent Librarians to ensure appointment renewal and promotion-in-rank.
- Participate 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 experience (subject expertise combined with appropriate teaching experience and/or library experience).
- Demonstrated knowledge in at least two service areas offered by the Scholarly Communications Office; copyright, institutional repositories, open access and open education, and research data management.
- Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, etc.
- 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 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.
- Demonstrated knowledge of current trends in scholarly communications in the academy.
- 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

- Demonstrated ability to collaborate with faculty in a wide range of disciplines.
- Excellent interpersonal and communication skills, including public speaking.
- Demonstrated awareness of scholarly communications issues and trends.
- Project management experience.

- Demonstrated interest in digital initiatives and technologies as they apply to repositories and scholarly communications.

Application Procedures

Interested candidates should review the applications requirements and apply online at <https://faculty-emory.icims.com/jobs/19409/job>, Requisition/Job Posting # 19409

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

- 1) Cover letter of application describing qualifications and experience;
- 2) Current resume/vita detailing education and relevant experience; and
- 3) 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 28, 2018 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 7,839

undergraduates and 7,216 graduate and professional students. As the second largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately, 29,931 and an annual operating budget of \$4.8 billion. Emory University received \$574.6 million in research funding in 2016.

Ranked among the top 20 Association of Research Libraries (ARL) in North America, Emory University Libraries in Atlanta and Oxford, Georgia are an intellectual commons for Emory University. Comprised of 10 libraries, Emory's collections include more than 4.4 million volumes, 156,766 plus electronic journals, 943,697 electronic books, and internationally renowned special collections. The Stuart A. Rose Manuscript, Archives, and Rare Books Library is home to more than 250,000 rare books and over 17,000 linear feet of manuscript material. Rose Library's collections span more than 800 years of history, with particular depth in modern literature, African-American history and culture, and the history of Georgia and the South.

Emory Libraries staff, including student workers, number approximately 349 with an overall library budget of approximately \$45 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), Georgia Library Learning Online (GALILEO), and the GETSM Consortium (a consortium of the University of Georgia, Emory, Georgia Tech, Georgia State University, and Georgia Regents University).

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 campus libraries, include the Science Commons, the Library Service Center operated in collaboration with the Georgia Institute of Technology, the Woodruff Health Sciences 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.

– July 2017

Emory University is an equal employment opportunity and affirmative action employer. Women, minorities, people with disabilities and veterans are strongly encouraged to apply.