Professional Position Posting

Goizueta Business Librarian

Department: Goizueta Business Library, Emory Libraries

Salary/Benefits: Commensurate with qualifications and experience. Comprehensive benefits package, including tuition benefits. Several retirement plan options. Relocation assistance is provided for moving expenses.

Position Availability: Immediately

The Goizueta Business Library at Emory University is seeking a business librarian to join our highly collaborative team. This individual thrives in a customer-focused setting that is responsive to and anticipates the distinctive needs of Goizueta Business School faculty, students and alumni. We are looking for someone who is confident, creative and excited about working in an environment in which they can both growth their relevant work experience and develop new knowledge and skillsets.

The Goizueta Business Library provides exceptional business information products and services to the Goizueta Business School’s faculty, students and alumni, delivered through highly customized consultations, outreach, marketing and teaching. The candidate will seek opportunities to integrate business intelligence into the curriculum in innovative and non-traditional ways.

Position Duties

The business librarian assumes several liaison roles with the Goizueta Business School:

- Liaison for the Full-Time MBA (1 Year and 2 Year Programs), responsible for identifying opportunities to collaborate with the FT MBA Program Dean and staff, and engaging with these students and teaching faculty in innovative and creative ways; including partnering with the Goizueta IMPACT experiential curriculum.
- Liaison with the Marketing area faculty, responsible for building partnerships, developing and teaching classes, creating web content, and evaluating and growing relevant marketing collections.
- This individual may assume the lead for other GBS concentrations/strategic themes, and other GBL initiatives.

As an active member of a highly collaborative team, the business librarian is also responsible for:

- Creating, marketing and delivering a range of business information products and services in support of all of the Business Library’s target customers (e.g. students across all Programs, Faculty, Staff, and GBS Alumni).
- Supporting Faculty teaching and research.
- Designing and teaching instructional classes across all programs and academic areas.
• Providing in-person, phone, and virtual consultations. During the fall and spring semesters, each librarian works one evening desk per week and two-three Saturday and Sunday weekends.
• The individual will additionally be expected to participate in other occasional evening and weekend GBS events, classes and activities.

**Competencies**
A successful candidate possesses the following qualities and experiences:
• Demonstrated experience working with business students and/or professionals across different business programs and representing diverse communities.
• Conducting in-depth course and career consultations.
• Developing and teaching business intelligence classes.
• In-depth knowledge of using and teaching commercial and academic business databases.
• Excellent verbal and written communication skills.

**Required Qualifications**
• ALA-accredited master’s degree in Library and Information Science OR equivalent education and professional experience working in a business academic or corporate business information setting.
• Minimum of three years of professional experience working in a business school academic setting, or experience working in a corporate or other type of business environment.
• Ability to build and sustain effective interpersonal relationships.
• Willingness and availability to work regular weekday evening and weekend schedules.
• Commitment to fostering an inclusive educational environment and workplace and an ability to work effectively with a diverse faculty, staff and student population.

**Professional Responsibilities**
• 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 academic business 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.
• Participates in library and campus communities as appropriate for service purposes.
Application Procedures

Interested candidates should review the application requirements and apply online at

https://faculty-emory.icims.com/jobs/31211/goizueta-business-librarian/job

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 February 8, 2019 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), the 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.