

## *Professional Position Posting*

# 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 has an exciting opportunity for a confident, imaginative and passionate business librarian committed to partnering with a top business school to transform and integrate business intelligence into the curriculum in very innovative, non-traditional ways. The Business Library provides exceptional business information products and services to the Goizueta Business School's faculty, students, staff and alumni, delivered through highly customized and personalized consultations, outreach, marketing, creative instruction, and successful digital learning experiences.

### Position Duties

This individual will assume several liaison roles with the Goizueta Business School:

- 1) area liaison with the Information, Science and Operations Management (ISOM) faculty, responsible for building partnerships, evaluating and growing relevant collections, developing in-person and digital instruction and learning experiences for courses;
- 2) liaison for the Undergraduate Business Program (BBA), responsible for identifying opportunities to collaborate with the BBA Program Dean and staff, and engaging with the BBA students in innovative and creative ways; this includes partnering with the BBA Career Management Center's (CMC) towards developing programs around internship and job interview research preparation, and assuming the lead role for the Business Library's [BBA Business Essentials Workshops](#).

In addition, this individual will take the lead on several of the Business School's industry concentrations and be the GBL representative on some Emory Libraries' collection management working groups.

As an active member of a highly collaborative team, this person will also be 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). These responsibilities include: Supporting Faculty teaching and research, designing and teaching instructional classes and providing in-person and online consultation and reference services; during the Fall and Spring semesters, this individual will maintain a weekly evening desk schedule and work two-three Saturday and Sunday desks per semester; throughout the year, she/he will additionally be expected to participate in other evening and weekend events and activities. All of this is accomplished through an integrated and creative strategy which positions the business librarians to be present both

physically in the Goizueta Business Library and Business School and virtually in the multiple digital spaces in which the students and faculty engage.

A commitment to involvement in Goizueta Business School, Emory Libraries, and University-wide committees and activities, and demonstrated commitment to professional organizations and professional development activities is also expected.

**Competencies:** A successful candidate possesses the following characteristics and experiences:

- Demonstrated experience teaching business intelligence classes and consultations across both BBA and MBA communities.
- Demonstrated interest working with undergraduate business students, and an innovative, non-traditional mindset that embraces what success looks like for business students and future business leaders.
- In-depth knowledge of commercial and academic business databases such as FactSet, Factiva, EIU, Marketline, SimplyMap, Business Source Complete, EconLit and Science Direct.
- Strong commitment to a customer-centered service model that anticipates and is responsive to the distinctive needs of Business School faculty, students, and alumni
- Familiarity with assessment implementation and analysis in support of setting strategy and ensuring on-going alignment with core customers.
- Preference for participating in a team-based, highly collaborative work environment
- Embraces challenges and risks as exciting opportunities for change and improvement
- Excellent verbal and written communication skills
- Demonstrated interest in data analysis and data visualization, including use of tools such as Tableau, Excel, Google Analytics.

### **Required Qualifications**

- ALA-accredited master's degree in Library and Information Science OR equivalent education and professional experience in a business academic or business information setting OR experience working in the relevant business field.
- Two to five years of professional experience in a business academic setting or experience working in a corporate or other type of business environment is preferred.
- Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, stakeholders, etc.
- Demonstrated knowledge using and teaching commercial and academic business databases relevant for this position's area (i.e. marketing finance).
- Demonstrated knowledge of commercial and academic business databases such as Thomson ONE, Factiva, EIU, Euromonitor's Passport, and Science Direct.
- Demonstrated proficiency and comfort using range of technologies, including computers and mobile devices and library-relevant information technology applications.
- Demonstrated knowledge of current trends in relevant subject disciplines.
- Evidence of analytical, organizational, communication, project, and time management skills.
- Demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and within budget and in accordance with project parameters.
- Willingness and availability to work regular weekday evening and weekend schedules

- Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty, staff and student population.
- Capacity to thrive in an ambiguous, future-oriented environment of a major research institution and professional school environment and to respond effectively to changing needs and priorities.
- Evidence of active participation, involvement, and leadership in local, state, regional, national, or international professional or scholarly associations.
- Excellent verbal and written communication skills.
- Commitment to a customer centered service model that is responsive to and anticipates the distinctive needs of faculty, students and alumni.
- Enthusiasm for participating in a team based collaborative work environment.
- Demonstrated knowledge of current trends and issues in academic business libraries, higher education, and professional business schools.
- Embraces challenges as exciting opportunities for change and improvement.

### **Application Procedures**

Interested candidates should review the applications requirements and apply online at

[https://sjobs.brassring.com/1033/ASP/TG/cim\\_jobdetail.asp?partnerid=25066&siteid=5449&areq=72298br](https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?partnerid=25066&siteid=5449&areq=72298br)

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 July 3, 2017 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 and minorities.

### **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 7,591 undergraduates and 7,103 graduate and professional students. As the third 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 25 Association of Research Libraries (ARL) in North America, Emory Libraries in Atlanta and Oxford, Georgia are an intellectual commons for Emory University. Comprised of 9 libraries, the holdings include more than 4 million print and electronic volumes, nearly 100,000-plus electronic journals, and internationally renowned special collections. Emory is well known in a number of collection areas including modern literature, African-American history and culture, U.S. Southern history and culture, and U.S. civil rights. Emory Libraries staff number approximately 170 and the overall library budget is approximately \$25.3 million. The Emory Libraries is a member of the Association of Research Libraries (ARL), 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 Libraries include the Robert W. Woodruff Library, which is also home to the MARBL. Other campus libraries, which serve the specialized and professional schools, include the Goizueta Business Library, the Woodruff Health Sciences Library, the Pitts Theology Library and the Hugh F. MacMillan Law Library in addition to the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta.

*– 31 May 2017*

EEO/AA/Disability/Veteran Employer