The Association of Southeastern Research Libraries, Inc. (ASERL) seeks a knowledgeable, enthusiastic and collaborative colleague to serve as Program Coordinator to expand our Professional Development initiatives, with a focus on Diversity, Equity, and Inclusion programming. This position offers an excellent opportunity to work with talented and motivated staff across many research libraries in the Southeast to convene a wide array of professional development activities and foster increased awareness and competencies relating to diversity, equity, and inclusion.

This full-time position has an initial four-year appointment with continuation possible. The ASERL Board of Directors will assess the success of this position in Year 3 and determine if/how to continue the position once the initial pilot period is complete.

ASERL will consider applicants from remote work locations; relocation to Atlanta is not a requirement for this position.

**Job Description**

Reporting to the ASERL Executive Director, the Program Coordinator will support the work of our member libraries by further refining and expanding the activities of ASERL’s highly-respected Interest Groups and Professional Development programming, including support for our new Diversity, Equity, and Inclusion (DEI) Initiative (see ASERL’s Recommendations for Diversity, Equity, and Inclusion Activities [URL]). This position includes managing the work of volunteer co-chairs of several Interest Groups, implementing a program of approximately 24 online webinars per year, working with the Executive Director and others to identify and implement DEI-related activities that comport with the list of Recommended Activities. This position also includes seeking opportunities to implement additional in-person training events on an as-needed basis.
**Required Qualifications**

Master’s degree from an accredited college or university and minimum three years’ experience working in an academic library or consortium – preferably with experience in training / professional development environments – or equivalent experience. A passion for working with people and with issues relating to Diversity, Equity, and Inclusion is necessary. Robust experience in leading volunteer-based groups, consortia, and project management is helpful. Familiarity with standard office technologies, e-meeting tools, and website development / management tools. Excellent communication skills. Demonstrated experience working in a technology-based environment. Comfort with ambiguity and the ability to improvise when needed.

**Application Procedures**

Interested candidates should review the applications requirements and apply online at:

https://staff-emory.icims.com/jobs/38848/aserl-program-coordinator-for-professional-development/job

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

- Include a cover letter, resume and the name, mailing address, email address, and telephone number of three professional references. Additionally, please indicate in your cover letter where you first learned of this position.

Candidates applying by **July 26, 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 and minorities.

**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.

**General Information**

Founded in 1956, ASERL is one of the largest regional research library consortia in the United States. We serve 38 institutional members in 11 states. ASERL is housed in the Robert W. Woodruff Library at Emory University in Atlanta, Georgia. ASERL’s staff currently includes the Executive Director and a part-time Program Coordinator for Shared Print Initiatives. ASERL operates in a team environment that provides support for the broad spectrum of initiatives and activities of the Association, its Board of Directors and numerous working groups, programs and services. As part of ASERL’s affiliate agreement with Emory, this person will be an employee of Emory University, and enjoy the many benefits related to be an Emory employee.
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.

Emory University is an Equal Opportunity/Affirmative Action/Disability/Veteran Employer.