Staff Position Posting

Library Specialist (Goizueta Business Library)

Department: LITS: Goizueta Business Library, Robert W. Woodruff Library
Salary: Commensurate with qualifications and experience
Position Availability: Immediately

Job Description

Reporting to the Executive Director of the Goizueta Business Library (GBL), the Library Specialist (LS) 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, Study.net, and Document Delivery. This individual's responsibilities also include supporting other GBL products and services, including the Business Kindles and monthly New Business Books. Additionally, he/she will train, oversee and evaluate student workers who support these and other services. As a member of the GBL team, the LS may also be called on to perform other duties in support of GBL’s goals.

Professional Responsibilities

- Oversees the day-to-day operations of the Goizueta Business Library’s (GBL) Faculty Services, including Reserves/Copyright compliance via Ares, and Document Delivery.
- Works directly with Goizueta Business School (GBS) Faculty and Faculty Area Coordinators to facilitate course reserves, including providing training as requested.
- Works directly with GBS Faculty and Faculty Area Coordinators to support instruction on using Study.net.
- Effectively communicates with GBS faculty and related staff to educate and inform about GBL Faculty Services.
- Participates as a member of the Emory Libraries’ Reserves Working Group on ongoing evaluation, assessment, etc. of the reserves system and related copyright compliance issues.
- Consults with Woodruff Reserves Team, Canvas staff, IT staff, and others as needed.
- Oversees acquisitions, payment, downloading and circulation and other related responsibilities for the GBL Business Kindles.
- Responsible for training, overseeing and evaluating the GBL student workers/employees; responsibilities include Faculty-focused Reserves and Document Delivery services; various tasks related to the Business Kindle program; maintaining the physical organization of the business reference/career collections and New Business Books/Career Display; and other projects as needed by the department.
- Orders books and other materials as requested by GBS Faculty and GBL Business Librarians; often includes coordination with the Woodruff acquisitions and cataloging teams.
- Responsible for maintaining current and relevant content on the GBL’s website specific to Faculty Services.
• Maintains and regularly updates formal documentation for Reserves, Document Delivery, Business Kindles, Study.net, and Student Assistants.
• Recommends policies and procedures to improve all related processes and workflow.
• Perform other roles and responsibilities as needed to accomplish the goals of the team and the library.
• Participate in library, business school and university committees and in professional development activities as needed to support and meet the changing environment of the library and the academic environment.

**Library Required Qualifications**

• 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.
**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.

**Library Preferred Qualifications**

- Experience training, supervising, coaching and evaluating student workers.
- Knowledge of Library Course Reserves systems, such as Alma or Ares.
- Knowledge of Web design applications such as Cascade.
- Knowledge of Library Management Systems such as Canvas or Blackboard.

**University Job Description**

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.

**Application Procedures**

Interested candidates should review the applications requirements and apply online at

https://staff-emory.icims.com/jobs/44356/library-specialist-%28goizueta-business-library%29/job

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.

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