Music and Media Library Coord (User Svcs)

Department: Library Service Desk, Robert W. Woodruff Library
Salary: Commensurate with qualifications and experience
Position Availability: Immediately

Library Position Summary

Reporting to the Library Service Desk (LSD) Manager, The Music & Media Library Coordinator (MMLC) is a staff position in the Robert W. Woodruff Library.

The MMLC oversees the day-to-day operations of the Music and Media Library, the main service point for Music and Media circulation, Audio-Visual Viewing Carrels, the Group Viewing Room, and Reserves assistance. The MMLC also manages viewing room and audio-visual equipment viewing.

The MMLC works closely with the Library Service Desk Manager and Library and Information Technology Services (LITS) Student Services staff providing administrative support and coordinating assigned projects. The MMLC coordinates Music & Media Service Desk activities with a focus on operational planning, student budget management, and process improvement.

The MMLC directly manages 5 FTE Music and Media Desk student employees and provides direction and support for staff at the desk. The MMLC also maintains Music and Media Library documentation and internal communications, handles staff and student scheduling and training, and provides public services.

Job Description

Coordinates a significant library user service program, system, or major function. Develops goals and objectives for the program, system or function in consultation with appropriate internal/external managers, vendors, and faculty. May assess user needs and/or analyze and maintain system data, and develop new services or programs.

Develops, oversees, and/or conducts testing and/or training for the program, system, or function and resolves problems, procedures; creates and maintains documentation. May monitor workflow and budget. Performs related responsibilities as Develops and communicates policies and required.
Library Required Qualifications

- Experience and demonstrated skill in supervising multiple employees, 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.
- Working knowledge of software and systems that support services to patrons including Integrated Library Systems and other management software used in academic or research settings.
- Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, etc.
- Evidence of analytical, 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 organizational skills to prioritize multiple projects and perform efficiently and courteously in a fast-paced environment with conflicting priorities and frequent distractions and interruptions.
- Demonstrated sound judgment and ability to work independently, set priorities and maintain them, and follow through on assignments while coping with a fluctuating workload and competing demands.
- Demonstrated ability to exchange ideas and information with others to formulate appropriate policies, procedures, and programs.
- Skill in recognizing, defining, and analyzing problems, situations, or procedures to define objectives and implement action plans, recommendations. Ability to gather and analyze data and prepare concise, logical reports.
- Demonstrated analytical skills, creative and innovative problem-solving skills, and a strong commitment to service excellence. Ability to work independently and to be proactive, flexible, and collaborative. Ability to think and act at multiple levels, from the strategic and broadly conceptual to the detailed and tactfully specific.
- Demonstrated oral and written communication skills, specifically to interact effectively with individuals from diverse backgrounds and to effectively present information in group settings.
- Experience conducting research, compiling information and data gathered, summarizing, and making recommendations.
- Ability to build cooperative, effective working relationships. Ability to work harmoniously and as a team player, thrive in a team-based environment, and skill in fostering teamwork among others.
- Ability to follow directions from supervisors and to provide clear directions to others.
- 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.

Minimum Qualifications

- A bachelor's degree in a related area. Four years of library experience. Requires one or more of the following: computer skills, special skills, subject expertise or a proficiency in a foreign language.

Preferred Qualifications

- Experience providing library services with evidence of progressively increasing scope of responsibility in a large academic or research institution library and ability to foster an organization-wide perspective that ensures effective stewardship of available resources.
- Experience or education background working with music and/or film studies.
- Working knowledge of integrated library systems such as Aleph, specifically the circulation module.
- Working knowledge of standard audio-visual equipment including digital cameras, projectors, microphones and recorders. Working knowledge of a variety of personal use digital devices including laptops, tablets, e-readers, and other devices.

Application Procedures

Interested candidates should review the applications requirements and apply online at https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=25066&siteid=5043#jobDetails=618027

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.

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