Professional Position Posting

Business Librarian

Department: Goizueta Business Library
Salary: Commensurate with qualifications and experience
Position Availability: Immediately

The Goizueta Business Library at Emory University has an exciting opportunity for a self-confident, imaginative and energetic business librarian to work with a top business school. The Business Library provides exceptional business information products and services to the Goizueta Business School’s faculty, students, staff and alumni, delivered through personalized consultations, creative instruction, and successful web experiences.

Position Summary

This individual will be the Organization & Management (O&M) area liaison, responsible for developing relationships with the Business School’s O&M faculty, collection and content development, and instruction in this discipline; she/he will also assume the liaison role for the business school’s two Executive MBA programs. Finally, this individual will take the lead on establishing strategy and assessment for the business library’s suite of Faculty Services.

As an active member of a collaborative team, this person will also be responsible for creating, marketing and delivering a range of business information products and services to all of Business Library’s target customers. These responsibilities include: Supporting Faculty teaching and research, designing and teaching instructional classes, providing in-person and online consultation and reference services, including maintaining a regular weekend and evening desk schedule. All of this is accomplished through an integrated and creative outreach strategy which positions librarians at the Business School and in multiple virtual spaces in which the students and faculty engage.

A commitment to involvement in library- and university-wide committees and activities, and demonstrated commitment to professional organizations and professional development activities is also expected. A successful candidate possesses the following characteristics and experiences:

- Strong experience using and teaching business resources
- In-depth knowledge of commercial and academic business databases such as Thomson ONE Financial, Factiva, EIU, Marketline, and Science Direct
- Commitment to a customer-centered service model that is responsive to and anticipates the distinctive needs of faculty, students, and alumni
- Familiarity with assessment implementation and analysis
• Preference for participating in a team-based, collaborative work environment
• Embraces challenges as exciting opportunities for change and improvement
• Excellent verbal and written communication skills

**Required Qualifications**

*The following are REQUIRED in all librarian positions.*

- ALA-accredited master’s degree in Library and Information Science OR equivalent education and experience (subject expertise combined with appropriate teaching experience and/or library experience).
- 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, organizational, 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 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.
- Demonstrated knowledge of current trends and issues in academic libraries, higher education, and relevant subject disciplines.
- Evidence of active participation, involvement, and leadership in local, state, regional, national, or international professional or scholarly associations.

**Preferred Qualifications**

- A masters’ degree in information studies or library/information science is required; an undergraduate or graduate degree in business, economics, or social sciences is desirable.
- Three to five years of professional experience in an academic or business information setting or experience working in a corporate business environment is preferred.

**Application Procedures**

Applications and nominations for the position are welcome and must be sent to Linda Nodine via email (eul-libjobs@emory.edu). Applications may be submitted as Word or PDF attachments and must include:

1) 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 November 10th 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.

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 contract renewal requires professional involvement and contributions outside of the library and scholarly activities. Candidates must show evidence or promise of such contributions.

**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 7,836 undergraduates and 6,677 graduate and professional students. As the third largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately, 27,937 and an annual operating budget of $4.3 billion. Emory University received $507.1 million in research funding in 2013. Emory recently concluded a successful fundraising campaign that raised $1.69 billion from 149,000 donors.

Ranked among the top 25 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 9 libraries, the holdings include more than 3.9 million print and electronic volumes, 83,000-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 137 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), 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 Manuscripts, Archives & Rare Book Library (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.

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