Social Sciences and Documents Librarian

Department: Emory Libraries, Services

Salary: Commensurate with qualifications and experience

Position Availability: Immediately

The Emory Libraries seek an Assistant Librarian to serve as the Social Sciences and Documents Librarian. The ideal candidate will cover the subject areas of Economics, Development Studies and Sociology, assist in management and reference for the international and US Federal Documents, and will be involved and engaged in the entire life-cycle of research, teaching and learning processes.

Position Summary
Emory Libraries has an exciting opportunity for a social science librarian to cover the subject areas of Economics, Development Studies and Sociology, and to assist in management and reference for the international and US Federal Documents. As a social sciences librarian (Economics, Sociology and Development Studies) and Documents librarian, s/he will be involved and engaged in the entire life-cycle of research, teaching and learning processes. S/he will provide support and guidance for accessing, locating and leveraging relevant print and electronic collections and data resources, assisting with data management and curation, and addressing and promoting issues of scholarly communication. S/he will collaborate with and support faculty in course-specific ways, including providing point of need instruction sessions and assignments, research guides and/or tutorials. The librarian also works closely with the Electronic Data Center in the Emory Center for Digital Scholarship (ECDS) to assist students and faculty with quantitative and numeric data needs. The librarian will also provide research assistance for the international and U.S. federal documents collection (including the UN and UK documents) to students and faculty across all disciplines. In addition, the librarian will work closely with the Depository Librarian to manage these documents collections. Finally, s/he also will work the reference desk on average 3 hours per week. Specific duties include:

- Serves as primary liaison to the Economics, Sociology and Development Studies departments and programs to and actively develops professional relationships with faculty, students and staff in assigned subject area. May include other areas within the Social Sciences if needed.
- The librarian provides research assistance for the international and U.S. federal documents collection (including the UN and UK documents) to students and faculty across all disciplines.
- Plans and delivers innovative reference and instruction services; teaches research tools and skills relevant to the discipline.
- Collaborates with faculty to achieve information and digital literacies and archival pedagogy learning outcomes in course-specific ways.
- The librarian also works closely with the Electronic Data Center in the Emory Center for Digital Scholarship (ECDS) to assist students and faculty with quantitative and numeric data needs.
- Provides in-depth, specialized consultation in support of the entire research lifecycle.
• Develops content for subject-based web pages.
• Contributes to University efforts to assess and promote institutional scholarship.
• Develops and manages excellent electronic, multimedia, and print collections in the assigned social science areas and documents, support the research and teaching needs of the Emory University community.
• Promotes resources using current tools and technologies.
• Collaborates with colleagues in related fields to acquire materials
• Provides marketing and assessment of library services.
• Responsibility for additional subject areas may be assigned.
• Participates in professional and scholarly associations.
• Maintains up-to-date professional knowledge and skills in areas related to primary job assignment as well as maintains general knowledge of current trends in higher education, academic libraries, and information and educational technology.
• Provides reference assistance to Emory students and faculty, visiting scholars, and the public as needed and assigned.
• Adheres to guidelines outlined in the Handbook Governing the Librarian series for Faculty-Equivalent Librarians to ensure appointment, appointment renewal and promotion-in-rank
• Participates in library and campus committees as appropriate for service purposes.

A successful candidate will possess the following qualities:

• Strong experience using and teaching primary and secondary social science resources, including documents
• Strong expertise in the social sciences (advanced study, or academic experience)
• In-depth knowledge of commercial and academic social science databases
• Familiarity with major quantitative and numeric data resources
• Commitment to a customer-centered service model that is responsive to and anticipates the distinctive needs of faculty and students
• Familiarity with trends in assessment and usage of assessment tools
• 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
• Adheres to guidelines outlined the Handbook Governing The Librarian Series for Faculty-Equivalent Librarians to ensure appointment, appointment renewal, and promotion-in-rank.

Required Qualifications

• ALA-accredited master's degree in Library and Information Science OR equivalent education and experience
• Subject experience in a social science discipline
• Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off-campus faculty and administrators, campus administrators, etc.
• Commitment to user-centered services
• Strong interest in technology and tools for research and teaching
• Knowledge of scholarly communication issues and trends within the social science disciplines.
• Evidence of excellent communication, public speaking, teaching, writing and analytical skills.
• 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.
• 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
• An undergraduate or graduate degree in business, economics, or social sciences is desirable.
• Experience working with international and/or US federal documents
• Knowledge of major quantitative and numeric social science data sources
• Three to five years of professional experience in an academic library

Application Procedures
Interested candidates should review the applications requirements and apply online at Social Sciences and Documents Librarian.

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 10, 2015 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 7,836 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), 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 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.

– 18 July 2014

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