Business Librarian

Department: Goizueta Business Library, Emory Libraries

Salary/Benefits: Commensurate with qualifications and experience. Comprehensive benefits package, including tuition benefits. Several retirement plan options. Relocation assistance is provided for moving expenses.

Position Availability: Immediately

The Goizueta Business Library at Emory University has an exciting opportunity for an experienced business librarian to partner with a top business school. This individual should be confident, energetic, creative, forward-thinking, and customer-focused, and committed to integrating business intelligence into the curriculum in innovative and non-traditional ways.

The Business Library provides exceptional business information products and services to the Goizueta Business School’s faculty, students, staff and alumni, delivered through highly customized and personalized consultations, outreach, marketing, instruction, and digital learning engagement.

Position Duties
This individual will assume several liaison roles with the Goizueta Business School:

- liaison with the Marketing area faculty, responsible for building partnerships, developing and teaching in-person and digital classes, creating web content, and evaluating and growing relevant marketing collections.
- liaison for the Full-Time MBA (1 Year and 2 Year Programs), responsible for identifying opportunities to collaborate with the FT MBA Program Dean and staff, and engaging with these students and teaching faculty in innovative and creative ways; including partnering with the Goizueta IMPACT experiential curriculum.
- This individual may assume the lead for other GBS concentrations стратегические темы, and other GBL initiatives.

As an active member of a highly collaborative team, this person will also be responsible for:

- creating, marketing and delivering a range of business information products and services in support of all of the Business Library’s target customers (e.g. students across all Programs, Faculty, Staff, and GBS Alumni).
- supporting Faculty teaching and research
- designing and teaching instructional classes
• providing in-person, phone, and virtual consultations. During the Fall and Spring semesters, this individual will maintain a weekly evening desk schedule and work two-three Saturday and Sunday weekend desk schedules in the Fall and Spring semesters
• she/he will additionally be expected to participate in other evening and weekend GBS events and activities.

All of these activities are accomplished through an integrated and creative strategy which positions the business librarians to be present both physically in the Goizueta Business Library and Business School and virtually in the multiple virtual spaces in which the students and faculty engage.

**Competencies:** A successful candidate possesses the following qualities and experiences:

• Demonstrated experience working with business students across different business programs and representing diverse communities, and an innovative, non-traditional mindset that embraces what success looks like for our future business leaders, including:
  o Conducting in-depth course-focused and career preparation consultations
  o Developing and teaching business intelligence classes

• In-depth knowledge of using and teaching marketing and other business commercial and academic business databases

• Strong commitment to a customer-centered service model that anticipates and is responsive to the distinctive needs of Business School faculty, students, and alumni

• Familiarity with assessment implementation and analysis in support of setting strategy and ensuring ongoing alignment with core customers.

• Strong desire to participate in a team-based, highly collaborative work environment.

• Embraces challenges and risks as exciting opportunities for change and improvement.

• Excellent verbal and written communication skills.

• Demonstrated interest of data analysis and data visualization, including use of tools such as Tableau, Excel, and Google Analytics.

**Professional Responsibilities**

• Participates in appropriate professional and scholarly associations and organizations including maintaining membership and/or accreditation; attending meetings, conferences, workshops; and serving in appointed or elected positions.

• 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 communities as appropriate for service purposes.

**Required Qualifications**
• ALA-accredited master’s degree in Library and Information Science OR equivalent education and professional experience working in a business academic or business information setting OR experience working in the relevant business field.
• Minimum of five years of professional experience working in a business school academic setting, or experience working in a corporate or other type of business environment.
• Demonstrated knowledge using and teaching marketing commercial and academic business databases, including Kantar Media Stradegy, Simmons, SRDS and SimplyAnalytics
• Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, stakeholders, etc.
• Demonstrated proficiency and comfort using a range of technologies, including computers and mobile devices and library-relevant information technology applications.
• Commitment to a customer centered service model that is responsive to and anticipates the distinctive needs of faculty, students and alumni.
• Willingness and availability to work regular weekday evening and weekend schedules.
• Demonstrated knowledge of current trends in relevant subject disciplines, current trends and issues in academic business libraries, higher education, and professional business schools.
• Evidence of analytical, organizational, communication, project, and time management skills.
• Demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and within budget and in accordance with project parameters.
• Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty, staff and student population.
• Commitment to engagement with Goizueta Business School, Emory Libraries, and University-wide committees and activities
• Capacity to thrive in an ambiguous, future-oriented environment of a major research institution and professional school environment and to respond effectively to changing needs and priorities.
• Evidence of commitment to participation, involvement, and leadership in local, state, regional, national, or international professional or scholarly associations.

Application Procedures

Interested candidates should review the applications requirements and apply online at

https://faculty-emory.icims.com/jobs/17799/job

Requisition/Job Posting #17799

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 April 23, 2018 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, minorities, people with disabilities and veterans.
**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/](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 7,839 undergraduates and 7,216 graduate and professional students. As the second largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately, 29,931 and an annual operating budget of $4.8 billion. Emory University received $574.6 million in research funding in 2016.

Ranked among the top 20 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 10 libraries, Emory’s collections include more than 4.4 million volumes, 156,766 plus electronic journals, 943,697 electronic books, and internationally renowned special collections. The Stuart A. Rose Manuscript, Archives, and Rare Books Library is home to more than 250,000 rare books and over 17,000 linear feet of manuscript material. Rose Library’s collections span more than 800 years of history, with particular depth in modern literature, African-American history and culture, and the history of Georgia and the South.

Emory Libraries staff, including student workers, number approximately 349 with an overall library budget of approximately $45 million. Emory University Libraries is a member of the Association of Research Libraries (ARL), the Association of College and Research Libraries (ACRL), the Atlanta Regional Council for Higher Education (ARCHE), 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 University Libraries include the Robert W. Woodruff Library, which is also home to the Goizueta Business Library, the Heilbrun Music and Media Library, and the Stuart A. Rose Manuscript, Archives, and Rare Book Library. Other campus libraries, include the Science Commons, the Library Service Center operated in collaboration with the Georgia Institute of Technology, the Woodruff Health Sciences Library, the Pitts Theology Library, the Hugh F. MacMillan Law Library, and the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta.

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Emory University is an equal employment opportunity and affirmative action employer. Women, minorities, people with disabilities and veterans are strongly encouraged to apply.