

ANNOUNCEMENT OF PROFESSIONAL OPENING  
Available Summer 2021

**POSITION:** Library Technical Services Coordinator, full-time, twelve month, tenure-track faculty appointment in a collective bargaining unit. Position reports to the Associate Dean of Libraries.

**SALARY & BENEFITS:** Salary commensurate with qualifications and experience. Comprehensive benefits package including health, dental and vision benefits, 24 days vacation and participation in the Illinois State Universities Retirement System.

**RESPONSIBILITIES:**

- Participates in the management of library systems related to technical services.
- Performs complex original and adaptive cataloging of all formats.
- Assists in the development and oversight of unit processes for authority control, database maintenance, and other catalog enhancements.
- Participates as part of the collective Technical Services Team in the ongoing assessment of policies and procedures across all technical services units.
- Supervises and trains 4.0 FTE technical services staff.
- Responsible for coordinating the other Technical Services positions in the library.
- Responsible for producing all the collection statistics related to addition/withdrawal of physical volumes required for IPEDS, ACRL statistics, and special requests from university administration.
- Oversee/coordinate all library system data management and cleanup affecting the library catalog and requires a high level of technical knowledge unique to the system used. This involves following not only national standards, but also standards set forth by the consortium to which NEIU belongs (CARLI/I-Share).
- Subject liaison responsibilities as assigned.

**REQUIRED QUALIFICATIONS:**

- ALA accredited MLS degree and a second master's degree.
- Evidence of 5+ years progressively responsible experience in technical services, including acquisitions, cataloging, serials and e-resource management.
- Recent supervisory experience managing one or more technical service units.
- Demonstrated knowledge of current standards, best practices and emerging trends in technical services.
- Professional cataloging experience with original, adaptive, and copy cataloging of multiple formats.
- Knowledge of acquisitions functions and vendors.
- Relevant experience with integrated library systems and library automation.
- A high level of computer competency and a demonstrated history of technical services policy development and training.
- Effective oral and written communication skills and the ability to work independently and collaboratively to effectively build consensus and facilitate change.

**PREFERRED QUALIFICATIONS:**

- Experience with cataloging, acquisitions, and e-resources functions in the Ex Libris Alma system.
- Management experience coordinating a broadly defined technical services unit.
- Academic library experience and related experience working within a consortium.
- Reading knowledge of a foreign language.
- Subject knowledge in music and/or the performing arts.
- Music cataloging experience.

**CAMPUS AND COMMUNITY:** Northeastern Illinois University is a public, comprehensive, multicultural university located on the north side of Chicago. It has an enrollment of approximately 7,000 students in undergraduate and graduate programs. The Library maintains a collection of over 700,000 volumes and subscriptions to nearly 120 online databases. More information is available at

**APPLICATION PROCESS:** Send a letter of application, resume, and the names, addresses, and phone numbers of three references via email to [LibSearch@neiu.edu](mailto:LibSearch@neiu.edu). Review begins July 1, 2021 and will continue until the position is filled.

Northeastern Illinois University is an equal opportunity/affirmative action employer:  
Minority/Female/Disability/Veteran.