

ANNOUNCEMENT OF PROFESSIONAL OPENING

Available January 1, 2019

POSITION: Continuing Resources & Metadata Librarian, full-time, twelve-month, tenure-track faculty appointment as Assistant Professor in a collective bargaining unit. Position reports to the Associate Dean of Libraries.

Every Northeastern Illinois University employee is committed to and responsible for ensuring student success. One way the Library demonstrates this commitment is by building collections integral to teaching and coursework. The duties of this position ensure access to collections used by students in all aspects of learning and research. The successful candidate is expected to be strongly interested in engaging students through high-impact practices in academic libraries and support student success initiatives at NEIU.

RESPONSIBILITIES:

Coordinate all print serials (including standing orders and continuations) and government documents operations, including acquisitions, renewals, LDR updates in OCLC, and cataloging according to national, consortial, and local standards. Communicate with vendors and publishers with regard to all issues related to print serials acquisition, access, and subscription maintenance. Supervise and train student workers and other staff involved in serials work, as available. Assist and/or backup Electronic Resources Librarian as needed. Collaborate closely with colleagues in Technical Services to set priorities, goals, processes, and policies that improve access and usability of our collections.

Consult with other librarians on metadata needs of digitized collections and participate in the development and adoption of new local standards and vocabularies for the Library. Provide backup technical support for all Library systems, including WorldCat Discovery, ILLiad/Tipasa, SFX, ContentDM, and Digital Commons. Participate in professional organizations, service in library and university governance, and appropriate research/creative activities as required for tenure.

QUALIFICATIONS:

Required:

- ALA-accredited MLS/MLIS degree.
- A second master's degree or evidence of the completion of a second master's degree within the first year of employment.
- Minimum of 2 years professional cataloging experience or its equivalent
- Demonstrated experience with integrated library systems in academic libraries and related technologies.
- Evidence of relevant experience in serials acquisitions, management and cataloging.
- Excellent analytical and problem solving skills.

- Ability to work independently and collaboratively to build consensus and facilitate change
- Effective oral and written communication skills
- Ability to thrive amidst rapid organizational and technological change.

Preferred:

- Experience with EBSCONet, Ex Libris' Voyager, SFX, and WorldCat Discovery.
- Experience with government documents in a Federal Depository Library Program collection.
- Experience working with non-MARC metadata standards such as Dublin Core.
- Experience with electronic resources management.
- Experience working with vendors or publishers.
- Experience working in an academic library.

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

CAMPUS AND COMMUNITY: Founded in 1867, Northeastern has a rich tradition of educational innovation and prides itself on preparing teachers and administrators who make a difference in Chicago. That tradition continues to this day and has expanded to include an array of academic disciplines, allowing the University to embrace fully the community in which it resides. Northeastern is regarded as the most diverse public comprehensive university in the Midwest and is designated by the U.S. Department of Education as a Hispanic-Serving Institution. Diversity is an important factor in the character of Northeastern and in the social fabric of its student body. The University has an enrollment of more than 8,000 students; African American, Hispanic, Asian and Native American students represent nearly 60 percent of the student body.

Located on 67 acres in an attractive residential area on the Northwest Side of Chicago, the University offers more than 80 undergraduate and graduate programs in the arts, sciences, education, and business. The University has additional locations in the metropolitan area: Jacob H. Carruthers Center for Inner City Studies; El Centro; Center for College Access and Success; and University Center of Lake County.

The Ronald Williams Library (www.neiu.edu/library) is located on the west side of the main campus. The main library is comprised of approximately 140,000 square feet and contains approximately 700,000 volumes of print materials. In addition, approximately 500,000 other educational resources such as electronic books and journals, audio recordings, microfilms, maps, documents, and DVDs are housed in the Library. The Library subscribes to 178 databases which provide access to the full text of approximately 45,000 journals. The building provides seating for more than 600 users,

43 public computer workstations, and numerous study areas. The Library is a member of the Consortium of Academic and Research Libraries in Illinois (CARLI).

APPLICATION PROCESS: Send a letter of application, resume, and the names, email addresses, and phone numbers of three references via email to LibSearch@neiu.edu. Subject line should read "Continuing Resources & Metadata Librarian application". Paper applications will not be accepted. Review begins November 15, 2018. The position is open until filled, but only applications received by November 30, 2018 can be assured full consideration.

Northeastern Illinois University is an equal opportunity/affirmative action employer and invites applications from women, minorities, veterans and persons with disabilities, as well as other qualified individuals. Northeastern Illinois University positions are contingent upon the University's receipt of its State of Illinois appropriation.