POSITION VACANCY ANNOUNCEMENT

POSITION: Asian and Middle Eastern Studies Librarian

RANK: Assistant University Librarian or Associate University Librarian

REPORTS TO: Chair, Humanities and Social Sciences Library (Library West)

SALARY: Minimum salary at the Assistant University Librarian rank is $58,898
Minimum salary at the Associate University Librarian rank is $68,125
Actual salary will reflect selected professional’s experience and credentials

REQUISITION #: 507315

DEADLINE DATE: July 2, 2018 - review of applications will begin June 1, 2018

Please note that this posting has specific instructions for the submission of application materials - see our website at: http://web.uflib.ufl.edu/pers/careers.htm or the APPLICATION PROCESS section below for further details. Failure to submit the required documents may result in the application not being considered.

JOB SUMMARY
The Asian and Middle Eastern Studies Librarian [AMES Librarian] is a year-round (12 month) tenure track library faculty position responsible for the overall development, management and coordination of the George A. Smathers Libraries resources in all formats for these subject areas. The position supports the University’s academic programs including the Department of Languages, Literatures and Cultures (LLC), as well as interdisciplinary programs supported by the University’s College of Liberal Arts and Sciences, such as International Studies and the Center for Global Islamic Studies. The AMES Librarian also liaises with the Harn Museum of Art in support of the Asian Collection. Responsibilities include analyzing the University’s programs in the LLC and International Studies, collaborating with librarians and academic faculty to establish collection profiles, selection guidelines, and preservation, location and cataloging priorities; and evaluating existing collection strengths and current collecting intensities. Collaborates with other subject librarians to provide support in religious studies and other interdisciplinary areas. This position manages specialized subject area reference services, library instruction, and online database services.

The library encourages staff participation in reaching management decisions and consequently the AMES Librarian will serve on various committees and teams. To support all students and faculty and foster excellence in a diverse and global society, the AMES Librarian will be expected to include individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives in work activities. The AMES Librarian will pursue professional development opportunities, including research, publication, and professional service activities in order to meet library-wide criteria for tenure and promotion.

The Foundation for The Gator Nation
An Equal Opportunity Institution
RESPONSIBILITIES

- Communicates with appropriate academic faculty. Keeps informed of the development of academic programs and faculty interest to ensure that the Libraries’ collections and services support curriculum and research needs, and informs clientele about relevant Libraries’ issues.
- Defines goals, establishes objectives, plans and manages budgets, and coordinates collection development activities with other subject specialists, and librarians, with respect to resources for the Asian and Middle Eastern studies, and related collections.
- Analyzes the Asian and Middle Eastern Studies collection development program activities and provides reports, strategies, assessments, and studies or surveys as required.
- Participates in the Humanities and Social Sciences general reference program.
- Participates in outreach and instruction programs using traditional classroom and active learning methods and innovative educational technologies.
- Responsible for advanced reference and research consultation in support of Asian and Middle Eastern studies, including the development of LibGuides and other online resources.
- Participates in appropriate professional development and continuing education endeavors and engages in scholarly service and research resulting in publication.
- Liaises and collaborates with faculty, students, researchers and other departments to further library scholarship initiatives and partnerships.
- Participates in Library fundraising efforts.
- Performs scholarly research and provides service at the institutional and professional levels as related to assignment and in accordance with tenure and promotion criteria.

QUALIFICATIONS

Required:

- Master’s degree in Library or Information Science from an ALA-accredited program, or other relevant advanced degree in subject specialty.
- Appointment at the Associate University Librarian rank requires eight years of relevant post graduate degree experience.
- Fluency in Chinese (Mandarin).
- Familiarity with scholarly literature of Asian studies.
- Excellent analytical and organizational skills.
- Ability to work both independently and collaboratively as part of a team within a culturally diverse user community of faculty, students, staff, administrators, and the general public.
- Competence with information technologies and demonstrated effectiveness in integrating technology with traditional services and resources.
- Flexible and forward-thinking approach to challenges and opportunities.
- Initiative, flexibility and the ability to adapt to a complex, rapidly changing academic environment.
- Excellent verbal and written communication skills as well as strong presentation skills.
- Record of including individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives in research, teaching, service and other work.
- Strong potential for meeting the requirements of tenure and promotion (outlined at http://www.uflib.ufl.edu/pers/cdh).

Preferred:

- Advanced degree in a related field in the humanities.
- Strength in both Asian and Middle Eastern studies.
- Working knowledge of Japanese, Arabic, or South Asian language.
- Sound knowledge of collection management, reference, and instructional practices and standards.
- Experience with and/or demonstrated enthusiasm for in-person and online instruction.
- Experience managing collections in an academic or research library.
• Experience in the digital humanities.
• Experience providing reference and/or instructional services related to humanities, Asian and Middle Eastern studies in an academic or research library environment.

THE UNIVERSITY OF FLORIDA
The University of Florida (UF) is a major, public, comprehensive, land-grant, research university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities and won the 2018 Senator Paul Simon Award for Comprehensive Internationalization. UF was ranked 9th among public universities in Forbes’ “America’s Best Employers 2015” and 9th among “Top Public Schools” in U.S. News and World in 2017. UF has a long history of established programs in international education, research and service. In 2013 the Florida Legislature designated UF as the state’s preeminent institution which grew into an opportunity to achieve national and international recognition for the University’s work in serving students and the world. It is one of only 17 public, land-grant universities that belong to the Association of American Universities. UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 50,000 students. For more information, please consult the UF homepage at http://www.ufl.edu.

UNIVERSITY OF FLORIDA LIBRARIES
The libraries of the University of Florida form the largest information resource system in the state of Florida. The UF Libraries consist of seven libraries on the Gainesville campus and three off-campus facilities; six of the campus libraries, and all of the off-site facilities, are in the system known as the George A. Smathers Libraries at the University of Florida. The remaining library is the Lawton Chiles Legal Information Center. Collectively, the UF Libraries (the Smathers Libraries and the Legal Information Center) hold or provide access to over 5.45 million print volumes, 8,100,000 microfilms, 1.25 million e-books, over 152,000 full-text electronic journals, over 1100 electronic databases, 1.26 million documents and 1.35 million maps and images.

The UF Libraries have built a number of nationally significant research collections, including the Latin American, Judaica, Florida History, Children’s Literature, and Maps and Imagery collections. The UF Libraries are a member of the Association of Research Libraries (ARL), the Center for Research Libraries (CRL), and the Association of Southeastern Research Libraries (ASERL). The library staff consists of more than 300 FTE librarians, technical/clerical staff and student assistants. The organizational chart is available at http://www.uflib.ufl.edu/orgchart.pdf.

The George A. Smathers Libraries are strong advocates for inclusion and intellectual freedom. The Libraries’ commitment to both is articulated in the Inclusion Statement and Intellectual Freedom Statement, both of which are posted at http://cms.uflib.ufl.edu/InclusionAndIntellectualFreedom.

HUMANITIES AND SOCIAL SCIENCES LIBRARY (Library West)
The Humanities and Social Sciences Library (Library West) is the largest branch library on the UF campus, with 17 faculty and 13 staff members, seating for 1,600 patrons, and 217 public computers, including iPads and other circulating technologies. Last year, Library West received over 1.2 million visitors. Renovated in 2006, the branch offers 18 group study rooms, a student video production space, faculty and graduate carrels as well as a limited-access floor for graduate students. One classroom is available with 19 computers for hands-on instruction. The Scott Nygren Digital Scholars Studio is a flexible space that allows seats to be arranged for individual or group projects, or auditorium style for presentations/workshops. Within the branch, there are four functional units: Research Assistance, Instruction and Outreach, Collections, and Circulation; these units are managed by coordinators who oversee the daily functions. See the organizational chart for current structure of the department.

COMMUNITY
Gainesville, Florida and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. Situated just over an hour from the Gulf of Mexico and the
Atlantic Ocean, the city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers. In 2015, Gainesville was named the “Best Midsize College City in America” by WalletHub and ranked no. 7 on Livability.com “Top 10 College Towns”. Gainesville is known as an innovative municipal government and an innovative city. Gainesville continues to receive national recognition as a top-rated city. Some of Gainesville's accolades are listed at the Gainesville Awards and Recognition link. The Guide to Greater Gainesville combines award winning photography and compelling articles that capture all of the reasons for calling Greater Gainesville your next home. The area has numerous cultural institutions and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two-hour drive. Gainesville is an affordable city and area to live in – using a cost of living calculator you can compare cities across the United States. See how affordable Gainesville really is!

BENEFITS
Vacation days, paid holidays, and sick leave days; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax. Prospective employees should review the information about employment and benefits at UF available at http://hr.ufl.edu/benefits/. UF offers a comprehensive new online benefits tool called ALEX to help employees and prospective employees review benefit choices at UF.

APPLICATION PROCESS
To apply, submit 1) a cover letter detailing your interest in and qualifications for this position; 2) a written statement regarding your approach to outreach to students and faculty in the Department of Languages, Literatures and Cultures and the Center for Global Islamic Studies (500 words); 3) your current resume or CV; and 4) a list of three references including their contact information (address, telephone number, and email). Apply by July 2, 2018 (applications will be reviewed beginning June 1, 2018). Submit all application materials through the Jobs at UF online application system at Requisition 507315. Failure to submit the required documents may result in the application not being considered. If you have any questions or concerns about this process please contact Bonnie Smith, George A. Smathers Libraries Human Resources Office, at bonniesmith@ufl.edu.

Final candidate will be required to provide official transcript to the hiring department upon hire. A transcript will not be considered “official” if a designation of “Issued to Student” is visible. Degrees earned from an education institution outside of the United States are required to be evaluated by a professional credentialing service provider approved by National Association of Credential Evaluation Services (NACES), which can be found at http://www.naces.org/.

AFFIRMATIVE ACTION/EEO
The University of Florida is an Affirmative Action, Equal Opportunity Employer and encourages applications from women and minority group members. We are dedicated to the goal of building a culturally diverse and pluralistic environment; we strongly encourage applications from women, members of underrepresented groups, individuals with disabilities, and veterans. As part of the application process, applicants are invited to complete an on-line confidential and voluntary demographic self-disclosure form which can be found at http://hr.ufl.edu/data-card/. This information is collected by the University of Florida's Office of Human Resources to track applicant trends and is in no way considered by the Smathers Libraries in the selection process.