POSITION VACANCY ANNOUNCEMENT

POSITION: LibraryPress@UF Coordinator - Library Coordinator 2

REPORTS TO: Digital Scholarship Librarian

SALARY: $48,500 annually. Actual salary will reflect selected professional’s experience and credentials

JOB NO: 502955

DEADLINE DATE: August 15, 2017, applications will be reviewed as received

JOB SUMMARY

In 2016, the Libraries and the University of Florida Press began a new collaboration on the LibraryPress@UF, an imprint of the University of Florida Press. The LibraryPress@UF Coordinator (Coordinator) is a new position that operates within the George A. Smathers Libraries to ensure coordinated and consistent activities for the LibraryPress@UF. The Coordinator will collaboratively build and start-up the LibraryPress@UF as a new program, creating, developing, and directing the strategic planning process.

The Coordinator supports production and development needs for all LibraryPress@UF imprint works (e.g., new publications, republications, expanded editions, digital works, etc.) for design, layout, creation, coordination on metadata (e.g., library records, CIP, and publisher information), developing and maintaining design files and processes, and overall production needs. The LibraryPress@UF focuses on works that are born digital, with print-on-demand options integrated with sole source production, and with digital files hosted as Open Access through the Libraries. The Coordinator provides support to academic faculty collaborating with the Libraries on publishing efforts, and provides support for scholars regarding enhanced monographs in collaboration with the UF Press. Attends relevant conferences (e.g., Association of American University Presses, Library Publishing Forum) for sharing of UF activities and development of best practices.

The Coordinator plays a critical role for enhancing and expanding the existing relationship and activities by serving as a core contact with the UF Press, including for new opportunities in regards to online journals; enhanced monographs; shared events; and collaborative grants including the Open Book Program grant to re-enliven out of print books.

RESPONSIBILITIES

Production for the LibraryPress@UF and UF Press Enhanced Monographs

- Collaborates and coordinates production and promotion for LibraryPress@UF publications and UF Press Enhanced Monographs
- Collaborates and coordinates for the development of new activities and services, and consistency of ongoing operations
Collaborates with librarians and authors on production of LibraryPress@UF publications
Collaborates with the UF Press, scholars, liaison librarians, and Digital Production Services for developing enhanced monographs with the UF Press that simultaneously support collection development in the Libraries
Collaborates with Digital Production Services to ensure support for ongoing publishing programs and initiatives, including textbooks for Orange Grove Texts Plus
Collaborates on publications with the LibraryPress@UF that promote and further the goals for library collections
Liaises with author/creators on rights and permissions needed for new works
Liaises with Digital Production Services for new publication needs including ePUB and other formats, supporting the development and planning transition to ongoing operations as appropriate new technologies and processes are identified
Supports potential new authors in completing the Publication Information Sheet, describing the content and the format of the work to be published; coordinates reports and materials for review by the Editor-in-Chief and Directors of the LibraryPress@UF

Assessment and Reporting
Collaborates and coordinates a rigorous program of tracking and assessment for production and program activities, working with the Libraries and UF Press for ongoing development of the LibraryPress@UF
Collaborates to develop integrated workflows, promotion plans, and measures and methods for tracking and assessment of all activities
Creates and maintains documentation on all author/creator agreements, production status of new publications, and workflow documentation for future optimization and integration
Collaboratively develops reports and supports activities in relation journals with OJS as used by the Libraries and for future opportunities in collaboration with the UF Press
Stays current in best practices for digital scholarly publishing and is familiar with a wide variety of academic projects and programs across the nation and world

Promotion, Digital Scholarship & Publishing Training
Collaborates with the Director of Marketing to coordinate development of marketing plans for new publications and for the LibraryPress@UF overall, and for undertaking the activities in the marketing plans including the use of web and social media
Collaborates with social media managers in the Libraries and Press for promotion
Maintains compliance with UF social media policies, and Libraries and UF web standards, policies and practices
Plans, recruits trainers, and provides training within the Libraries and across UF as appropriate, and provisions trainings with attendant resources for the library publishing, publishing, and digital scholarship
Provides and coordinates support for non-credit and for-credit trainings and internships in publishing and digital scholarship
Coordinates and supports planning and implementing events and activities in support of digital scholarly publishing at UF, including events and activities that enrich the community of practice for reviewers, editors, and collaborators across UF, the Libraries, and the UF Press

Other Duties as Assigned
Serves on various committees and task forces at the Library and University level.
Participates in sessions at state and national conferences.
Participates in other departmental activities and special projects as assigned.
Participates in staff development opportunities as needed.
Performs other duties as needed.

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QUALIFICATIONS

Required:
Bachelor’s degree in an appropriate area of specialization and four years of related library experience; or a master’s degree in Library or Information Science or some other directly relevant area.

Preferred:
- Ability to work both independently and collaboratively as part of a team within a culturally diverse user community of faculty, students, administrators and the general public
- Three years of academic or research library, or publishing, experience
- Master’s degree in a relevant field or professional certificate
- Knowledge of publishing technologies, particularly digital publication and digital tools for print publication, and print on demand
- Excellent visioning, planning, analytical and organizational skills
- Strong analytical skills and experience in planning and setting priorities
- Initiative, flexibility and the ability to adapt and work creatively in a complex, rapidly changing academic environment
- Familiarity with academic publishing research trends
- Record of including individuals of diverse backgrounds, experiences, races, ethnicities, genders, and perspectives in research, teaching, service and other work
- Articulate and persuasive written and oral communication skills
- Experience with text encoding and markup (e.g., Adobe InDesign and InCopy, XHTML, CSS, markdown, ePub)
- Experience in project management and project portfolio management for simultaneously managing multiple projects

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. UF was ranked 9th among public universities in Forbes' “America’s Best Employers 2015. UF has a long history of established programs in international education, research and service. 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.

GEORGE A. SMATHERS 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; six are in the system known as the George A. Smathers Libraries at the University of Florida. The libraries hold over 5,800,000 print volumes, 8,100,000 microfilms, 630,000 e-books, 121,016 full-text electronic journals, 889 electronic databases, 1,300,000 documents and 766,000 maps and images. The 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 Smathers Libraries are a member of the Association of Research Libraries (ARL), the Center for Research Libraries (CRL), the Association of Southeastern Research Libraries (ASERL), and LYRASIS. The library staff consists of more than 400 FTE librarians, technical/clerical staff and student assistants. The organizational chart is available at http://www.uflib.ufl.edu/orgchart.pdf.

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.

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In 2015, Gainesville was named the “Best Midsize College City in America” by WalletHub and ranked no. 7 on Livability.com’s “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.

**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://www.hr.ufl.edu/training/neo/default.asp](http://www.hr.ufl.edu/training/neo/default.asp).

**APPLICATION PROCESS**
To apply, submit 1) a cover letter detailing your interest in and qualifications for this position; 2) a written statement on your vision for a 21st century scholarly publishing program (250 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 August 15, 2017 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at [http://explore.jobs.ufl.edu/cw/en-us/job/502955/librarypressuf-coordinator-library-coordinator-2](http://explore.jobs.ufl.edu/cw/en-us/job/502955/librarypressuf-coordinator-library-coordinator-2). If you have questions about the application process please contact Bonnie Smith, George A. Smathers Libraries Human Resources Office, at bonniesmith@ufl.edu.

**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://www.hr.ufl.edu/job/datacard.htm](http://www.hr.ufl.edu/job/datacard.htm). 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.