POSITION VACANCY ANNOUNCEMENT

POSITION: Assessment Program Specialist (Data Entry Processor)

DEPARTMENT: Library Administration–Assessment

REPORTS TO: Laura Spears, Assessment Program Director

SALARY: Minimum hourly rate at $14.39. Actual rate will reflect experience and credentials

REQUISITION #: 511616

DEADLINE DATE: October 13, 2019 - applications will be reviewed as received

JOB SUMMARY
The Assessment Program Specialist reports directly to the Assessment Program Director and supports the George A. Smathers Libraries’ assessment program at the University of Florida. Principal duties include collecting, visualizing, and posting traffic and circulation counts for relevant branches and units; maintaining external survey data collections and report distribution; organizing and documenting the activities of the Assessment Committee and Statistics Working Group; maintaining library-wide metrics visuals; establishing and managing relevant study data; and providing one-on-one support to branches for use of assessment software such as Tableau Reader or basic dataset preparation. We are looking for an individual who can work independently, coordinate multiple tasks and successfully participate on project teams to document and support data collection and assist in report preparation for the Smathers Libraries Deans.

The library encourages staff participation in reaching management decisions and consequently the Assessment Program Specialist will serve on various committees and teams. To support all students and faculty, and foster excellence in a diverse and collaborative society, the Libraries are actively seeking candidates who bring culturally-rich lived experiences to work with individuals of diverse backgrounds, experiences, races, ethnicities, genders, sexual orientation, and perspectives.

RESPONSIBILITIES
Data Management
- Regularly collects (monthly, quarterly, annually) data from prescribed data sources (Springshare, Aleph ILS, SMS, etc.), and cleans, visualizes, disseminates, and posts for library-wide access.
- Organizes, maintains, and distributes data from existing or new datasets as requested.
- Gathers information on best practices, new datasets, or unique analyses to provide innovative insights, context, and interpretation for library chairs and their designees.
- Supports data collection and entry for studies conducted principally by the Assessment unit; cleans and visualizes data; disseminates data upon request.
Assessment Delivery
- Maintains the Libraries’ Assessment program webpages with benchmarks (instruction, reference, traffic, circulation) and notes discrepancies or superlative performance by Smathers Libraries.
- Trains staff and facilitates utilization of assessment software for report viewing and report preparation; assists with design of trainings and presentations coordinated by Assessment unit.
- Creates periodic reports for data dissemination to the Assessment Committee, Deans, Director of Communications, and Libraries Development Office, and as requested by units with projects supported by the Assessment program.
- Collaborates with Assessment unit faculty on preparation of reports, studies, and papers.
- Supports the Assessment unit’s contributions and facilitation of the online, open-access journal, *The Journal of Assessment in Higher Education*. Attends planning meetings with campus collaborators (Office of Institutional Planning and Research, Office of Assessment and Research, and others), monitors and follows up on editorial board and author reviews and submissions, documents journal accomplishments, and facilitates publishing activities.

Program Support
- Attends Assessment Committee and Statistics Working Group meetings, documents activities, distributes and posts meeting agendas and minutes, and arranges meeting times and locations.
- Coordinates meetings with Strategic Opportunities Program (SOP) grant recipients and study investigators.
- Prepares Assessment Activities Update for monthly Library Faculty Assembly meeting; collects and prepares Assessment Activity Report.
- Monitors and responds to all incoming and outgoing email correspondence for the unit, reviews all assessment correspondence and reports to ensure accuracy and formatting requirements, and tracks completion of deliverables and timelines for study projects.

Other Duties
Participates in other departmental activities, including public service and special projects as assigned. Serves on committees and participates in staff development opportunities and training activities to broaden and improve skills.

QUALIFICATIONS

Required:
High school diploma or equivalent and six months of clerical or customer-service experience.

Preferred:
- Working knowledge of visualization software (e.g., Tableau, Atlas.ti)
- Working knowledge of programming languages such as R or Python and statistical software packages such as SPSS or SAS.
- Strong organizational skills and attention to detail
- Demonstrated competence with Microsoft Office applications including Access, Excel, Word, PowerPoint and Outlook.
- Excellent verbal and written communication skills
- Demonstrated ability to plan, manage and complete projects, including maintaining workflows and meeting deadlines
- Ability to work both independently and collaboratively with faculty, administrators, and students.
- Undergraduate education in data management and data analysis.
- Initiative, flexibility, and the ability to adapt and work creatively in a complex, rapidly changing academic environment.
- Ability to learn new research methods and/or visualization and analysis software.
- Ability to document processes, develop training content and instructional materials.
- Supports dissemination of information through one on one training as indicated.

*The Foundation for The Gator Nation*
An Equal Opportunity Institution
Commitment to contributing to a respectful and caring community for all, including individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientations, and perspectives.

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 8th among “Top Public Schools” in U.S. News and World in 2018. 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 at the University of Florida form the largest information resource system in the state of Florida with seven libraries and three off-campus facilities. The George A. Smathers Libraries are comprised of six of the campus libraries, and all of the off-site facilities. The only library outside of this system is Lawton Chiles Legal Information Center at the Levin College of Law. The libraries hold over 6 million print volumes, 8.1 microfilms, 1.5 million e-books, 145,000 full-text electronic journals, over 1000 electronic databases, 1.3 million documents and 1.4 million maps and images. The libraries maintain partnerships and engages in a variety of collaborative, international projects while engaging with the UF community.

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. We are a member of the Association of Research Libraries (ARL) and other regional library consortia. The library staff consists of more than 300 FTE librarians, technical/clerical staff and student assistants.

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.

COMMUNITY
Gainesville, Florida and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. The city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers, with many paved and unpaved trails for recreation and is situated just over an hour from the Gulf of Mexico and the Atlantic Ocean. Gainesville is known as an award-winning and innovative city friendly to both professionals and families. The Guide to Greater Gainesville combines award winning photography and compelling articles that capture all of the reasons for calling 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.

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APPLICATION PROCESS
To apply, submit
- a cover letter detailing your interest in, and qualifications for this position
- your current resume or CV
- a list of three references including their contact information (telephone number and email address)

Apply by October 13, 2019 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at Requisition 511616. If you have any questions or concerns about this process please contact Tina Marie Litchfield, George A. Smathers Libraries Human Resources Office, at tlitchfield@uflib.ufl.edu.

AFFIRMATIVE ACTION/EOO
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.