POSITION VACANCY ANNOUNCEMENT

POSITION: LibraryPress@UF Designer & Coordinator – Library Coordinator 2

REPORTS TO: Chair, Digital Partnerships and Strategies

SALARY: $49,920 annual salary; Actual rate will reflect experience and credentials

REQUISITION #: 508918

DEADLINE DATE: November 19, 2018 - review of applications will begin as received

NOTE: The application process requires the submission of a portfolio of 20 or more examples of graphic design work and photography in PDF format

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 Designer & Coordinator (Coordinator) is a 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 design, 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 related 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, provides support for scholars regarding enhanced monographs in collaboration with the UF Press, and provides design support for digital scholarship. Attends relevant conferences (e.g., Association of 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 new opportunities in regard to online journals; enhanced monographs; digital scholarship projects; shared events; and collaborative grants.

To support all students and faculty and foster excellence in a diverse and global society, the Coordinator will be expected to include individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives in work activities and decision making.
RESPONSIBILITIES

Program Production Management
- Serves as Managing Editor for the SOURCE Magazine
- Archives and maintains digital records for all publications using the LibraryPress@UF Digital Collection
- Coordinates and keeps production schedules, communicating with the Editor-in-Chief and multiple collaborators, for the various steps in the design process
- Utilizes the UF Press’ EAN system to create and maintain documentation on all author/creator agreements, production status of new publications, and workflow documentation for future optimization and integration

Project Development
- Liaises with Digital Production Services and the UF Press, in collaboration with the Editor-in-Chief, for new publication needs, for example ePUB and other formats
- 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
- Collaborates with others to photograph or obtain digital images as needed
- Contributes to grant proposals and projects as applicable

Assessment, Reporting, Promotion, and Events
- Collaborates and coordinates tracking and assessment for production and program activities, working with the Libraries and UF Press for ongoing development of the LibraryPress@UF
- Collaborates with the Director of Communications and the Social Media Specialist on marketing plans, and for undertaking the activities in the marketing plans including the use of web and social media
- Coordinates and supports planning and implementing events and activities in support of digital scholarly publishing at UF

Other Duties
- 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

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:
- Three years of graphic design and publishing experience
- Computer proficiency to include Adobe Creative Suite software, especially for book design and production
- Demonstrated digital photography skills
- Knowledge of publishing technologies, particularly digital publication and digital tools for print publication, and print on demand
- Excellent design, visioning, planning, analytical, and organizational skills
- Experience in project management and project portfolio management for simultaneously managing multiple projects

The Foundation for The Gator Nation
An Equal Opportunity Institution
• Initiative, flexibility and the ability to adapt and work creatively in a complex, rapidly changing academic environment
• Strong analytical skills and experience in planning and setting priorities
• 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
• 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

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 6 million print volumes, 8.1 million microfilms, 1.5 million e-books, over 145,000 full-text electronic journals, 827 electronic databases, 1.3 million documents and 1.4 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.

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 Midsized 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) your current resume or CV; and 3) a list of three references including their contact information (address, telephone number, and email). Apply by November 19, 2018 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at Requisition 508918. Failure to submit the required documents may result in the application not being considered. If you have questions about the application process please contact Tina Marie Litchfield, 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.