POSITION VACANCY ANNOUNCEMENT

POSITION: Baldwin Library Assistant (Library Assistant 2) time-limited

REPORTS TO: Curator, Baldwin Library of Historical Children’s Literature

SALARY: $13.26 hourly; Actual rate will reflect experience and credentials

REQUISITION #: 508880

DEADLINE DATE: October 11, 2018 – applications will be reviewed as received

PLEASE NOTE: This is a part-time, time-limited position with an anticipated duration of one year. The position may be extended depending on funding.

JOB SUMMARY
Responsible for processing new books, transfers, and donations into the Baldwin Library, updating websites, creating social media content, pulling and re-shelving books for researchers and courses, assisting with course assignments, answering patron questions via email, and handling donation of materials. This is a .5 FTE (half-time) position at 20 hours a week.

RESPONSIBILITIES
Processing/Collection Development
- Assigns accession numbers to books needing to be cataloged
- Barcodes books
- Maintains accession number spreadsheet in Excel
- Reads catalogs and recommends items for purchase

Technology
- Updates website as needed
- Contributes to department blog and other social media outlets on collection
- Creates word documents and Excel spreadsheets
- Assists with metadata creation in the Baldwin Library Digital Collection

Donations
- Reply to emails for donations of books
- Evaluate donation for inclusion
- Prepare all documentation for library administration
- Send thank you letter
Reference
• Assists with pulling books for researchers and visiting courses
• Prepares pull lists from Library Catalog for selected courses and/or researchers
• Answers patrons/researchers questions via email
• Assists with course instruction as needed

Special Projects
• Searches WorldCat and other online databases regarding titles held in collection
• Assists with preparation of grant applications
• Assists with stacks projects such as weeding, transfers, and shifting of materials

Other Duties as Assigned
• Assists with set-up for events
• Assists with publicity for events

QUALIFICATIONS
Required:
High school diploma or equivalent and two years of library or related clerical/customer service experience; or a bachelor’s degree

Preferred:
• Ability to work independently with little supervision
• Strong level of attention to detail
• Strong technological skills, including social media
• Ability to manage time and commitments, including the 20 hours per week schedule
• Strong verbal and written communication skills
• Ability to work collaboratively to accomplish goals
• Flexibility, and ability to adapt and work in a rapidly changing academic environment
• Basic computer skills and experience with Microsoft Word, Excel, PowerPoint, and Outlook

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](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](http://cms.uflib.ufl.edu/InclusionAndIntellectualFreedom).

**SPECIAL AND AREA STUDIES COLLECTIONS**
The Department of Special & Area Studies Collections encompasses collections of unique and special types of materials and interdisciplinary collections pertaining to geographical, national or cultural regions. Special and Area Studies Collections encompasses [Area Studies Collections](http://uflib.ufl.edu/specialcollections), the [Map & Imagery Library](http://uflib.ufl.edu/mapsimagery), and the [Special Collections](http://uflib.ufl.edu/specialcollections) of the University of Florida. Additionally, [University Records Management](http://uflib.ufl.edu/recordsmanagement) and [University Archives](http://uflib.ufl.edu/archives) are a part 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 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](http://cms.uflib.ufl.edu/AwardsAndRecognition) link. The [Guide to Greater Gainesville](http://guide.uflib.ufl.edu/) 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!](http://guide.uflib.ufl.edu/)

**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/](http://hr.ufl.edu/benefits/). UF offers a comprehensive new online benefits tool called [ALEX](http://hr.ufl.edu/benefits/) 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 October 11, 2018 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at [Requisition 508880](http://hr.ufl.edu/jobs/). 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/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/](http://hr.ufl.edu/data-card/). This information is collected by the University of Florida.
Florida’s Office of Human Resources to track applicant trends and is in no way considered by the Smathers Libraries in the selection process.