POSITION VACANCY ANNOUNCEMENT

POSITION: Scholarly Repository Librarian

RANK: Assistant University Librarian or Associate University Librarian

REPORTS TO: Chair, Digital Partnerships & Strategies

SALARY: Minimum salary $49,900 at the Assistant University Librarian rank
Minimum salary $57,700 at the Associate University Librarian rank
Actual salary will reflect selected professional’s experience and credentials

REQUISITION #: 40204

DEADLINE DATE: December 11, 2018 - review of applications will begin on November 12, 2018

JOB SUMMARY
The University of Florida George A. Smathers Libraries seeks an innovative and user-focused professional to serve in a position of Scholarly Repository Librarian, a 12-month tenure track Library Faculty position in the Digital Partnerships & Strategies Department in the Technology and Support Services tenure home.

The Scholarly Repository Librarian will provide leadership for the full range of scholarly repository services, including seeking out ways to leverage the UF Institutional Repository (IR@UF) as a hosting and preservation system and as an incubator for new scholarly digital collections and digital scholarship projects. Working in collaboration with university partners and vendors, the librarian will seek to expand institutional repository services in support of scholarly publication and Open Access activities, such as Electronic Theses and Dissertations, Open Journal Systems, and the Digital Object Identifiers program. In order to support all students and faculty and foster excellence in a diverse and global society, the Scholarly Repository Librarian will be expected to include individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives in work activities and decision-making.

As a faculty member at the University of Florida, the Scholarly Repository 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 library encourages staff participation in reaching management decisions and in these duties the Scholarly Repository Librarian will serve on various library committees and teams.

RESPONSIBILITIES
• Leads select digital scholarship initiatives for the Libraries, such as the Digital Object Identifiers (DOI) program.
• Serves as the Institutional Repository liaison improving workflows and processes, as well as
overseeing accurate and timely availability of documentation for all procedures and processes.

- Develops and maintains strong partnerships for the Institutional Repository within the Libraries and across campus, including the Graduate Editorial Office for Electronic Theses and Dissertations, and the Libraries’ Digital Support Services (DSS) department.
- Consults with stakeholders and designs and delivers trainings and materials for the University community of users.
- Serves on the Academic Research and Consultation Services (ARCS) team representing the IR@UF, for depositing items and incubating new scholarly digital collections.
- Liaises with units in the Libraries to correct and enhance metadata associated with IR@UF content.
- Collaborates within the Libraries to develop grant and funding proposals for developing and expanding Open Access collections.
- Maintains current knowledge of trends, legal issues and best practices in open access, permissions-based models for sharing resources, and other areas of scholarly communication as they relate to institutional repositories in collaboration with the Scholarly Communications Librarian.
- Works creatively, collaboratively, and effectively to promote teamwork, diversity, equality, and inclusiveness within the UF Libraries and the campus.
- 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:

- Relevant advanced degree, which may be a master’s degree in Library or Information Science from an ALA-accredited program (or international equivalent).
- Flexible and forward-thinking approach to process and program demands with the ability to adapt to a complex, rapidly changing work environment.
- Excellent oral and written communication skills.
- Experience with in-person and online training and instruction.
- Ability to work both independently and collaboratively with faculty, students, administrators, and the general public.
- Demonstrated knowledge of scholarly repositories and the ability to communicate benefits and address issues related to their use including an understanding of cataloging and metadata for discoverability.
- Demonstrated experience in supporting partnerships within the institution and with external partners.
- Demonstrated experience with permissions-based models for access, and understanding of use of permissions-systems.
- Familiarity with scholarly communications practices (e.g. copyright, author rights, and permissions).
- Record of promoting equity, inclusion, and awareness of diversity by including individuals of diverse backgrounds, experiences, races, ethnicities, genders, and perspectives in research, teaching, service and other work.

Preferred:

- Experience collaborating with instructors/researchers to utilize a repository to preserve and provide access to materials as part of supporting a community of practice.
- Demonstrated success in partnerships and collaborations to leverage IRs for incubating scholarly digital collections and digital scholarship projects.
- Demonstrated experience with digital asset management systems, Open Researcher and Contributor IDs (ORCIDs), Digital Object Identifiers (DOIs), permanent URL systems, and Open Journal Systems (OJS).
- Demonstrated ability to manage multiple complex projects from startup to completion, including developing workflows and documenting processes.
- Demonstrated knowledge of research and academic publishing practices, including understanding of variations of publication patterns and needs in various scholarly disciplines.
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 is currently 8th among “Top Public Universities” in the U.S. News and World Report. 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.

DIGITAL PARTNERSHIPS & STRATEGIES
Digital Partnerships & Strategies Department provides leadership for digital partnerships between the Smathers Libraries and partners across the university, regionally, nationally, and internationally. DP&S provides program development and manages program operations for Scholarly Communications, the LibraryPress@UF, and the Institutional Repository (IR@UF), ensuring alignment with the Smathers Libraries’ Strategic Directions and support for the Libraries’ collaborative partnerships, initiatives, and programs. This includes projects associated with the UF Digital Collections (UFDC), Digital Library of the Caribbean (dLOC), the IR@UF and other digital collections and scholarship efforts hosted at UF, including support for digital scholarly publishing.

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 “What are some key components for developing a scholarly repository to be successful at an academic research institution?” (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 December 11, 2018 (applications will be reviewed beginning November 12, 2018) Submit all application materials through the Jobs at UF online application system at Requisition 40204. 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.