

Assistant Librarian
University of North Texas

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Posted Mar. 20, 2019, set to expire Aug. 2, 2019

Job Title Assistant Librarian

Department

Institution University of North Texas
Denton, Texas

Date Posted Mar. 20, 2019

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Library

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Job Description

The Coordinating Discovery Systems Librarian (CDSL), as a member of the User Interfaces Unit within the UNT Libraries' Digital Libraries Division, serves two roles. The first is to act as the primary administrator of the Integrated Library System (ILS), collaborating with stakeholders to support and improve day-to-day system operations. The second is to analyze how end users interact with the catalog and other discovery systems and to evaluate how well these systems support end users' goals.

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Combined, these roles provide complementary perspectives about how the Libraries' discovery systems function and are used, enabling the person to help guide the unit's ongoing efforts to make holistic improvements.

The CDSL exercises broad independent judgment and authority under the direction of the User Interfaces Unit Head and serves on Libraries committees and work groups as assigned.

SPECIFIC POSITION RESPONSIBILITIES

The Coordinating Discovery Systems Librarian:

- * Serves as the primary ILS administrator. Coordinates communication between the ILS vendor and library staff to foster optimal system operation. Builds reports, monitors system functions, plans and monitors system upgrades, provides training, resolves ILS-related issues, and performs other systems management duties as needed.
- * Collaborates with stakeholders throughout the library to develop projects that test user interfaces and evaluate web-based discovery systems, employing a variety of user-testing methodologies and data analysis techniques. Works with stakeholders and unit members to interpret evaluation results and determine how the results should inform future development.
- * Provides guidance and planning for improving the ILS, the library website, and resource discovery interfaces so they better support end users' needs—both staff and patrons—in accordance with the UNT Libraries' mission and strategic goals. Works with the User Interfaces Unit Head and Discovery Systems Development Librarian to produce relevant unit goals and objectives. Participates in implementation and, when it makes sense, maintenance of planned improvements.
- * Fosters positive relations with faculty, students, and staff and promotes the University's and Libraries' commitment to diversity.

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- * Education: ALA-accredited master's degree in library or information sciences or an international equivalent.
- * Knowledge of current issues in user experience design, information architecture, library search and discovery.
- * Demonstrated ability to communicate effectively orally and in writing.

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- * Demonstrated ability to adjust priorities, manage time wisely, and make quick effective decisions in a fast-paced environment.
- * Demonstrated aptitude for thinking creatively and developing products and services, such as publications, training materials, workshops, conferences, and other tools.
- * Strong interpersonal skills, with ability to establish positive and productive collaborations with faculty and library departments and divisions.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact