

Contracts & Information Policy Administrator (7380U),
Library Administration - 74842
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252245>

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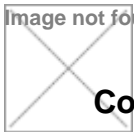
Posted Jan. 28, 2025, set to expire Jun. 30, 2025

Job Title	Contracts & Information Policy Administrator (7380U), Library Administration - 74842
Department	Library of the University of California
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 28, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Legal Services
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Job Description

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Contracts & Information Policy Administrator (7380U), Library Administration - 74842

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Library comprises 20 campus libraries, with a collection of nearly 13 million circulating volumes, almost 1.5 million e-books, subscriptions to over 130,000 journals and periodicals, and about 200 million items in its special collections, including rare materials held by The Bancroft Library, the C. V. Starr East Asian Library, the Bioscience, Natural Resources & Public Health Library, the Music Library, and the Anthropology Library. The UC Berkeley Library actively partners with the other nine UC campuses and the systemwide California Digital Library. The Library has an operating budget of about \$62 million with approximately 325 full-time employees and 600 student employees.

The office of Scholarly Communication & Information Policy within the Library helps scholars navigate the shifting publishing, intellectual property, and information policy landscapes in ways that promote research dissemination, accessibility, and impact.

Position Summary

The Library of the University of California, Berkeley (Library) seeks a creative, collaborative, and diligent individual to analyze and provide guidance on Library contracts and information policy issues and processes-including for electronic resources, special collections gifts and asset purchase agreements, digitization projects, and publishing agreements. This role will serve a critical function in complex contract analysis and drafting, as well as providing information policy guidance to maximize benefit for campus scholarship, teaching, and research. Working closely under the supervision of the Scholarly Communication & Information Policy office, and collaborating with the Library's Acquisitions and the Electronic Resources Units, Licensing Team, Digital Lifecycle Program, Special Collections libraries, and campus counsel, the Contracts and Information Policy Administrator will: (1) engage with stakeholders to review, negotiate, and draft complex agreements, and provide related information

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policy guidance (e.g. matters of copyright, privacy, and ethics); and (2) enhance and streamline Library contracting processes, while ensuring Library compliance with applicable laws, rules, regulations, and policies.

Application Review Date

The First Review Date for this job is: 12/23/2024. For full consideration please apply by 1/17/2025.

Responsibilities

Review and Draft Agreements: Prepare, review, and draft complex agreements, including special collections gifts, asset purchases, publishing, and digitization agreements, to support the Library's scholarly and research mission, including by:

- Evaluating complex copyright ownership scenarios presented by donors or sellers in special collections acquisitions proposals.
- Reviewing complex electronic resource license agreements to prepare terms supporting text and data mining, usage of artificial intelligence tools in computational research, accessibility of licensed materials, and fair use.
- Reviewing third-party vendor or publisher collection digitization proposals and preparing complex digitization and publishing agreements using appropriate and favorable terms to maximize campus and public access to digitized resources and protect UC Regents from liability.

Contract Negotiation and Stakeholder Engagement:

- Engage with stakeholders, including donors, publishers, vendors, and campus departments, to review and negotiate terms that align with Library and campus policies, and advocate for beneficial terms in contracts.
- Assess special collections acquisitions proposals for copyright, contractual, privacy, and ethical issues.
- Counsel donors or sellers regarding complex rights scenarios while achieving mutually-desired content usage and stewardship outcomes.

Information Policy Guidance:

- Provide expert guidance on information policy matters such as copyright, privacy, and ethics to ensure compliance and maximize benefits for campus scholarship, teaching, and research.
- Advise stakeholders on University Policy or legal restrictions for electronic resource, digitization,

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or proposed gift or asset purchase agreement terms. Investigates and mediates contractual and information policy-related issues, including coordination between multiple parties like donors, sellers, publishers, campus.

Compliance and Risk Management:

- Ensure Library agreements comply with relevant laws, regulations, and University policies, identifying and mitigating risks associated with electronic resources, special collections, and digitization projects.
- Consult with and obtain approval from campus counsel and other campus units as needed when drafting novel provisions (e.g. deposit or loan provisions; rights of first offer/refusal; options; access restrictions; representations & warranties).

Process Improvement for Contracting:

- Collaborate with Library units and campus counsel to streamline contracting processes, enhancing efficiency and ensuring adherence to applicable laws and regulations.

Required Qualifications

- Thorough knowledge of contracts law and information policy principles
- Strong knowledge of state and federal statutes and regulations and general contract terms.
- Thorough knowledge and understanding of specific contracting assignments.
- Strong written, verbal and interpersonal communications skills; and ability to deal effectively with broad and diverse constituencies ensuring strong customer service orientation and skills.
- Strong organizational, presentation and negotiation skills.
- Strong listening and political acumen skills.
- Strong knowledge of and/or can quickly learn the organization, including its infrastructure, goals, mission, rules, policies, guidelines, etc.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Advanced degree in law (Juris Doctor) and/or equivalent experience/training.

Salary & Benefits

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This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$92,000.00 - \$110,000.00.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.

Misconduct

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous

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place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

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"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the

https://apptrkr.com/get_redirect.php?id=5957504&targetURL=U.S. Equal Employment Opportunity Commission poster.

The [University of California's Affirmative action policy](#).



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The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

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

Contact

N/A

University of California, Berkeley

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