POSITION VACANCY ANNOUNCEMENT

POSITION: Diversity, Equity and Inclusion Librarian (DEI Librarian)

RANK: Assistant University Librarian or Associate University Librarian (12-month, tenure-track faculty)

REPORTS TO: Associate Dean, Administrative Services and Faculty Affairs

SALARY: Minimum salary $60,365 at the Assistant University Librarian rank
Minimum salary $69,820 at the Associate University Librarian rank
Actual salary will reflect selected professional’s experience and credentials

REQUISITION #: 48263

DEADLINE DATE: August 30, 2019 - Applications will be reviewed upon receipt

JOB SUMMARY
The George A. Smathers Libraries at the University of Florida seek an innovative, engaged individual to serve in the newly created Diversity Equity and Inclusion (DEI) Librarian position, focused on the development of a comprehensive and strategic DEI program. The Libraries are critical contributors to the University’s ambitions regarding diversity, equity, inclusion and awareness. We recognize DEI as guiding principles and understand differences between people from the full spectrum of human and social identities as assets. These values help sustain excellence and fairness within our workplace, and enhance the relevance and accessibility of our facilities, services and collections, for communities we serve.

Through a participatory Strategic Directions development process in 2018, the Libraries committed to better understanding and fostering a more inclusive workplace. As one element in our efforts, the DEI Librarian position will help the Libraries’ team members recognize, understand, value and embrace our differences as crucial to our communal work. As part of the development and implementation of a DEI program for the Libraries, the DEI Librarian will serve as the Libraries’ Campus Diversity Liaison (CDL), working within a network of peer positions from across the University as well as serving as a liaison within the Libraries. We seek a capacity builder who will create, in collaboration with people of diverse cultural backgrounds and origins, races, ethnicities, genders, sexual orientations, and perspectives, meaningful dialogue and change.

The DEI Librarian will participate in national dialogues within the United States and globally that promote the establishment of professional practices in libraries and programs to enhance the opportunities of minority and underrepresented groups in the library profession. The DEI Librarian will pursue professional development opportunities, including research, publication and professional service activities in order to advance their field and meet library-wide criteria for tenure and promotion.
RESPONSIBILITIES

- Serves as strategic advisor to the Libraries’ leadership team and provides consultation to support administrators and library staff, groups and units as they work to increase inclusion, diversity, equity and awareness in their efforts, services and scholarship.
- As the Libraries’ Campus Diversity Liaison (CDL), supports the work of the campus Chief Diversity Officer through impactful engagement, and collaborates with other CDLs to complement college programs and initiatives by increasing awareness of and fostering connections with the Libraries’ expertise, services and supports.
- Leads the development of an implementation and assessment plan for the DEI program, in collaboration with other experts in the Libraries.
- Provides leadership for, and supports the work of, the Libraries’ Diversity Committee.
- Contributes to training and organizational development activities that lead to sustained individual, organizational and systems change, addressing topics such as cultural awareness, multicultural effectiveness and proficiency; humility; anti-racist practices; microaggressions and biases; power; privilege; and restorative justice.
- Collaborates with the Libraries’ HR Office and hiring authorities to integrate best practices into recruitment processes, selection and onboarding for positions within the Libraries.
- Provides leadership and works with managers and others to establish and maintain effective retention and professional development supports, with special attention to supports for members of historically underrepresented and excluded groups.
- Contributes to the Libraries’ outreach and marketing activities to increase connections and standing as an important contributor to DEI at the University of Florida and beyond.
- Pursues professional development opportunities, including research, publication, and professional service activities in order to contribute to the field and to meet library-wide criteria for tenure and promotion.

QUALIFICATIONS

Required:

- Advanced degree, which may be a master’s degree in Library or Information Science from an ALA-accredited program.
- Two years of directly relevant experience, including advancing diversity, equity, inclusion and/or awareness.
- For appointment at the Associate University Librarian rank, eight years of relevant postgraduate degree experience.
- Knowledge of effective program development, including goal setting and outcomes evaluation.
- Experience discussing and presenting on sensitive topics to varied audiences; assessing training and support needs; developing training content and materials; and conducting workshops.
- Knowledge of diversity, equity, inclusion and awareness literature and strategies in the workplace and higher education.
- Exceptional interpersonal skills, with the ability to establish positive and productive collaborations working with diverse audiences and colleagues throughout the Libraries and beyond.
- Ability to advance multiple projects in a team environment, meet deadlines and prioritize work.
- Strong potential for meeting the requirements of tenure and promotion (outlined at http://www.uflib.ufl.edu/pers/cdh).

Preferred:

- Demonstrated experience with operations, services, and key issues and knowledge of trends in academic libraries and institutions of higher education.
- Deep understanding of the challenges of diversity, equity and inclusion in academic libraries.
- Experience in effective program development, including goal setting and outcomes evaluation.
- Professional experience in a library.
- Experience leading efforts to promote DEI in a library.
- Experience applying for and administering grants and/or foundation awards.
We want to emphasize that the preferred qualifications are not required and that we are committed to helping our future colleague develop these preferred skills. We strongly encourage those who are passionate about fostering diverse, inclusive, and equitable libraries to apply.

THE UNIVERSITY OF FLORIDA
The University of Florida (UF) is the state of Florida’s preeminent university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities. UF 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. 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. In 2018, the University appointed its first chief diversity officer, charged with supporting an environment in which all members of the university community can achieve their goals. For more information, please consult the Chief Diversity Officer and Senior Advisor webpage.

UNIVERSITY OF FLORIDA LIBRARIES
The Libraries at the University of Florida form the largest information resource system in the state of Florida with seven libraries and three off-campus facilities. The George A. Smathers Libraries are comprised of six of the campus libraries, and all of the off-site facilities. The only library outside of this system is Lawton Chiles Legal Information Center at the Levin College of Law. Collectively, the UF Libraries hold or provide access to over 6 million print volumes, 8.1 million microfilms, 1.5 million ebooks, over 145,000 full-text electronic journals, 827 electronic databases, 1.3 million documents and 1.4 million maps and images. The Libraries maintain partnerships and engage in a variety of collaborative, international projects while engaging with the UF community.

The Smathers 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 Libraries are a founding partner in the international Digital Library of the Caribbean (dLOC). We are a member of the Association of Research Libraries (ARL) and other regional library consortia. The library staff consists of more than 300 FTE librarians, technical/clerical staff and student assistants.

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.

ADMINISTRATIVE SERVICES
Administrative Services is comprised of the Libraries’ human resources, training and development, grants administration, fiscal services, and facilities and security units. The DEI Librarian will serve in the capacity comparable to the heads of these units. Administrative Services is a key contributor, through services and expertise, to the Libraries’ success and a critical partner for all library stakeholders, internal and external. Professional excellence, fairness and transparency, ongoing improvement and growth, and commitment to best outcomes for library units, staff and other stakeholders are guiding principles.

GAINESVILLE COMMUNITY
Gainesville, Florida and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. The city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers, with many paved and unpaved trails for recreation and is situated just over an hour from the Gulf of Mexico and the Atlantic Ocean. Gainesville is known as an award-winning and innovative city friendly to both professionals and families. The Guide to Greater Gainesville combines award-winning photography and compelling articles that capture all of the reasons for calling 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

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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/](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 on the following topic: Discuss past activities and efforts to promoting diversity, equity and/or inclusion for which you had a leadership role (250 words);
3. your current resume or CV
4. a list of three references including their contact information (telephone number and email)

Apply by August 30, 2019 (applications will be reviewed upon receipt). Submit all application materials through the Jobs at UF online application system at [Requisition 48263](http://hr.ufl.edu/benefits/). 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 upon hire. Degrees earned from an education institution outside of the United States are required to be evaluated by a professional credentialing service provider approved by the National Association of Credential Evaluation Services (NACES).

**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, found at: [http://hr.ufl.edu/data-card/](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.