George A. Smathers Libraries
Library Financial and Human Resources
Human Resources

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www.uflib.ufl.edu/pers/

POSITION VACANCY ANNOUNCEMENT

POSITION: Psychology/Sociology Librarian

RANK: Assistant University Librarian

REPORTS TO: Chair, Humanities and Social Sciences Department (Library West)

SALARY: Minimum Salary $42,000; Actual salary will reflect selected professional's experience and credentials.

REQUISITION #: 0803240

DEADLINE DATE: December 1, 2009

Please note that this posting has specific instructions for the submission of application materials - see our website at: http://web.uflib.ufl.edu/pers/careers.htm or the APPLICATION PROCESS section below for further details. Failure to submit all of the required documents may result in the application not being considered.

JOB SUMMARY:

The Humanities and Social Sciences Department (Library West) at the University of Florida's George A. Smathers Libraries seeks a creative and service-oriented reference and collection management librarian for the psychology and sociology subject areas. This position will provide reference assistance, instruction, outreach and collection management to support the academic programs in these subject areas. The primary focus will be on the department of Psychology and the department of Sociology and Criminology & Law. The Psychology/Sociology Librarian will work closely with faculty and students, the Humanities and Social Sciences Collections Coordinator, other librarians selecting social science materials, and technical services librarians to improve library services for users. A key element of the assignment is the use of new technology to access and deliver information to library users. The librarian will work collaboratively on group efforts and maintain close professional relationships with faculty, students and colleagues. The library encourages staff participation in reaching management decisions and consequently the Psychology/Sociology Librarian will serve on various committees and teams. The incumbent will pursue professional development opportunities, including research, publication, and professional association activities, to meet library-wide criteria for tenure and promotion.

RESPONSIBILITIES:

1. Provides traditional and electronic reference services for faculty, students and staff of the University of Florida, primarily in the areas of psychology and sociology. Participates in the provision of general research assistance at the Library West service desks, local and statewide reference chat, and email reference services. Assists Library West patrons with the Information Commons computer

workstations, scanners and other media technology. Provides specialized reference services for faculty, graduate students and scholars in the fields of psychology and sociology by referral and appointment.

2. Participates in the humanities and social sciences collection management program, specifically psychology and sociology. Selects and evaluates subject-based materials and works with faculty in selecting materials to support their academic and research programs, keeping abreast of new curricular developments and research interests. Coordinates selection activities with selectors in Library West, the Education Library and the Health Sciences Center Library, to ensure a unified collection development effort for Psychology and Sociology.
3. Participates actively in the development, selection and evaluation of web resources for subject guides and other user services.
4. Develops and maintains web-based tutorials, videos, and multimedia projects related to psychology and sociology information sources.
5. Participates in instruction programs using traditional classroom methods as well as emerging educational technologies.
6. Participates in planning, policy formation and departmental decision making related to Library West services, collections and new technologies.
7. Participates in appropriate professional library organizations on the state, regional and national levels. Pursues professional development goals, including publication.
8. Participates in fund raising activities and other appropriate library development efforts.

QUALIFICATIONS:

Required:

1. Masters degree in library science from an ALA accredited library school; equivalent advanced degree in library studies, information science, or science education; or an advanced degree in Psychology, Sociology, or a relevant Social Sciences discipline
2. Undergraduate or Master's degree in Psychology, Sociology or Social Sciences or extensive work experience in one of these subject areas.
3. Knowledge of psychology and sociology information resources.
4. Excellent verbal and written communication skills.
5. Ability to work effectively in a team and individually with faculty, staff and students.
6. Initiative, flexibility, and the ability to adapt and work creatively in a complex, rapidly changing academic environment.
7. Demonstrated knowledge of and enthusiasm for the integration of new technologies into the delivery of information services.
8. Proficient in the design and creation of web pages and web based materials.
9. Strong commitment to user-focused service.
10. Excellent presentation and organizational skills.
11. Strong potential for meeting the requirements of tenure and promotion.

Preferred:

1. Advanced degree in psychology, sociology or related field.
2. Work experience in a library with extensive Social Sciences materials.
3. Experience in collection management.
4. Experience with/demonstrated enthusiasm for instruction.
5. Experience in evaluating print and online resources.

THE UNIVERSITY OF FLORIDA

The University of Florida is a large, land grant, public educational research institution with a faculty of approximately 4,000 and a student body of approximately 50,000. UF is Florida's largest university, the nation's fourth-largest, and traces its beginnings to a small seminary in 1853. Since 1985, UF has been a member of the Association of American Universities, the prestigious higher-education organization

comprised of the top 62 public and private institutions in North America. UF is home to 16 colleges and more than 150 research centers and institutes. The University offers the Ph.D. in more than 90 fields and the Master's degree in more than 120 fields. For more information please consult the UF homepage at http://www.ufl.edu.

The George A. Smathers Libraries is a member of the Association of Research Libraries, the Center for Research Libraries, the Research Libraries Group, and SOLINET. The library staff consists of more than 400 FTE librarians, technical/clerical staff and student assistants. The George A. Smathers Libraries organizational chart is available at: http://www.uflib.ufl.edu/pio/budget/Smathers_Libraries-with-HSCL07162009.pdf. For more information about the Libraries, please visit http://www.uflib.ufl.edu.

COMMUNITY:

Gainesville, Florida and the surrounding community are home to approximately 240,000 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 2007, Gainesville was ranked as the "Best Place to Live and Work" by Frommer's *Cities Ranked and Rated* and as one of the "Best Places to Live and Play" by National Geographic Adventure. 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

BENEFITS:

Twenty-six vacation days, nine paid holidays, and thirteen sick leave days annually; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax. Prospective employees should review the information about employment at UF available at http://www.hr.ufl.edu/training/neo/default.asp.

APPLICATION PROCESS:

The University of Florida is an equal opportunity employer and is strongly committed to the diversity of our faculty and staff. Applicants from a broad spectrum of people, including members of ethnic minorities and disabled persons, are especially encouraged to apply. 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://www.hr.ufl.edu/job/datacard.htm. This information is collected by the University of Florida's Faculty Development Office to track applicant trends and is in no way considered by the Smathers Libraries in the selection process.

Please note that due to the tenure accruing nature of this faculty position, only applicants with current permanent eligibility for employment in the United States will be considered.

Please submit application materials via e-mail. Send, as attachments (MS-Word and PDF format preferred), a cover letter detailing your interest in and qualifications for this position; a written statement regarding how technological advances and web based applications used in information sharing are changing collections and services in psychology and sociology (250 words); your current resume and a list of three references. Include address, telephone and email information for references. Apply by December 1, 2009 (applications will be reviewed beginning November 20, 2009). Send all required application materials to Bonnie J. Smith, Smathers Libraries Human Resources Office, at: bonniesmith@ufl.edu.

Please note that candidates selected for onsite interviews will be required to give a 20 minute public presentation.