POSITION VACANCY ANNOUNCEMENT

POSITION: Anthropology 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 #: 0804892

DEADLINE DATE: May 26, 2011 - review of applications will begin on April 26, 2011

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 anthropology. This position will provide reference assistance, instruction, outreach and collection management to support the large faculty and student populations and the academic programs in this subject area. The primary focus will be on the Department of Anthropology (http://web.anthro.ufl.edu/). The Anthropology Librarian will work closely with faculty and students, the Humanities and Social Sciences Collections Coordinator, other 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 Anthropology 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 academic and applied anthropology and its sub-fields: cultural, archaeological, biological, and linguistics. 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 field of anthropology by referral and appointment.

2. Participates in the humanities and social sciences collection management program, specifically for the academic programs in the Department of Anthropology. 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 activities with other librarians in Library West, Marston Science Library, the Health Science Center Library, and Special Collections and Area Studies (including the Latin American Collection, African Studies Collection, Isser and Rae Price Library of Judaica, P.K. Yonge Library of Florida History, and the Asian Studies Collection), to ensure a unified collection development effort for anthropology that includes building a print and electronic based reference collection. The Anthropology Librarian also works with the International Center, the Center for European Studies, the C.A. Pound Human Identification Laboratory, the Museum Studies Program and the Centers for African Studies, Asian Studies, Jewish Studies, and Latin American Studies.

3. Actively participates 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 anthropology 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 or equivalent advanced degree in library studies, anthropology or other relevant discipline.
2. Undergraduate degree in anthropology or other relevant discipline, or extensive work experience in a relevant subject area.
3. Knowledge of anthropology 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 the integration of new technologies into the delivery of information services.
8. Proficient in the 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 anthropology or related field.
2. Work experience in a library with extensive social science materials.
3. Experience in collection management.
4. Experience with or coursework in classroom instruction.
5. Experience in evaluating print and online resources.
6. Experience with user focused service.

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.

GEORGE A. SMATHERS LIBRARIES
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/orgchart.pdf. For more information about the Libraries, please visit http://www.uflib.ufl.edu.

HUMANITIES AND SOCIAL SCIENCES LIBRARY (Library West)
The Humanities and Social Sciences Library (Library West) is the largest branch library on the UF campus, with 14 faculty and 16 staff members, seating for 1,400 patrons, and 150 public computers. Last year, Library West received over 1.4 million visitors. Renovated in 2006, the branch offers 17 group study rooms, 3 media rooms, including video conferencing facilities, faculty and graduate carrels as well as a limited-access floor for graduate students. Two classrooms are available, one with auditorium-style seating and the other with 19 computers for hands-on instruction. Within the branch, there are four functional units: Research Assistance, Instruction and Outreach, Collections, and Circulation; these units are managed by coordinators who oversee the daily functions. Programs and lectures are scheduled throughout the year in the Information Commons area. The branch is also home to the Libraries Administration, Human Resources and Fiscal Services, Library Facilities Planning, and the Access Support unit providing ILL and Reserves services for all branches. A Starbucks is located in the building.

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](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](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 *the role of a liaison librarian in the field of anthropology working in a large research institution.* (no more than 500 words); your current resume and a list of three references including their address, telephone and email information. Apply by May 26, 2011 (applications will be reviewed beginning April 26, 2011). Send all required application materials to Joe Piazza, Smathers Libraries Human Resources Office, at: [jpianza@ufl.edu](mailto:jpianza@ufl.edu).