Medgar Evers College

Acquisitions/Collection Development
Assistant or Associate Professor: Library

FACULTY VACANCY ANNOUNCEMENT
The Acquisitions/Collection Development librarian is responsible for managing the Library's resource allocation, acquisitions, and gift books. The candidate is tasked with stewarding the annual resource budget, arranging for database licenses, vendor relations, and working closely with the Budget, Accounts Payable, and Procurement Offices. Manages orders, renewals, statistical reporting, invoicing, etc. for library materials.

The individual keeps current with developments in the resource management arena, develops workflows and policies, and integrates new technologies to streamline efficient processing. This position supervises support staff and students. In addition, candidate provides reference and instructional services and teaching information literacy.

- Plan, coordinate, and evaluate procedures for the development of library materials (books, electronic resources, serials, films, etc.) Oversee all collections decisions.
- Oversee library materials acquisitions and monitor expenditures. Prepare and maintain library department budget requests for the college administration. Establish and maintain relationships with college business office personnel, publishers, and vendors. Responsible for the analysis and implementation of ordering and claiming.
- Supervises and trains clerical staff, faculty, and student employees.
- Develop and revise the library's collection development policies.
- Provides reference and instructional services and teaches information literacy; service at the reference desk as assigned.
- Serve as a liaison to specific academic departments with collection development, and library instruction responsibilities.
- Represent the Library Department on college and university committees and professional associations as assigned.
- Fulfill requirements of a tenure track appointment including research, publishing, and involvement in professional organizations.

Assistant or Associate Professor:

Supports a college library through providing in-depth consultation with students and faculty and collaboration for the ongoing improvement of instructional programs and practices. Pursues an active scholarly agenda, performs supervisory duties, and participates in college-and university-wide programs and committees as assigned.

QUALIFICATIONS
All titles require a Master's in Library Science (MLS), Master's in Library Information Studies (MLIS), or closely related discipline from an ALA-accredited institution. Also required is the ability to work with others for the good of the institution, ability to meet the responsibilities and requirements of a tenure-track appointment, including research, publishing, and involvement in professional organizations.

For appointment as Assistant or Associate Professor, a second graduate degree is required. Ph.D. degree in Library Science or equivalent preferred

Preferred Qualifications:

Candidate should possess superlative financial and data management acumen, knowledge of copy cataloging, and familiarity with integrated library systems. Excellent communication and supervisory skills. Experience working in an academic or research library. Experience with vendors and content providers, including subscription agents, publishers, and library consortia. Familiarity with Aleph and OCLC.

Candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law. Being fully vaccinated is defined for this purpose as being at least two weeks past their dose of an authorized COVID-19 vaccine regimen. Final candidates must be fully vaccinated as of their first day of employment.

COMPENSATION
CUNY offers faculty a competitive compensation and benefits package covering health insurance, pension and retirement benefits, paid parental leave, and savings programs. We also provide mentoring and support for research, scholarship, and publication as part of our commitment to ongoing faculty professional development.

HOW TO APPLY
Visit www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID: 21610 or Title. Select "Apply Now" and provide the requested information.

Candidates should provide a CV/resume and statement of scholarly interests.

CLOSING DATE
May 5,2022

JOB SEARCH CATEGORY
CUNY Job Posting: Faculty

EQUAL EMPLOYMENT OPPORTUNITY
CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.

https://cuny.jobs/brooklyn-ny/assistant-or-associate-professor-library/C6EA53186DE14710B142D02A162E9155/job/