

Galter Health Sciences Library

GALTER HEALTH SCIENCES LIBRARY
Feinberg School of Medicine
Northwestern University Clinical and Translational Sciences Institute
Northwestern University, Chicago
Head, Department of Collection Services and Acquisitions

This position is a non-tenure eligible appointment at the rank of Librarian Faculty.

POSITION DESCRIPTION:

Galter Health Sciences Library & Learning Center seeks an innovative and energetic librarian to provide leadership for the Department of Collection Services and Acquisitions at Galter Library. The Department of Collection Services and Acquisitions is responsible for providing quality service to library users in support of the Library's operational and technical goals as it relates to collection acquisition, organization, management, and discovery. The Department Head of Collection Services and Acquisitions will provide leadership and manage department services in a manner designed to prioritize access, utility, discoverability, and innovation. These programs and services include collection management, acquisition of new resources, cataloging of resources, metadata and discovery services. The Department Head of Collection Services and Acquisitions actively supports ongoing work with Library partners (University Libraries and hospital affiliates) on projects related to shared infrastructure or resources, such as the integrated library system (Alma). The Head of Collection Services and Acquisitions supervises a staff of 5 professional librarians.

POSITION REPORTS TO: Deputy Director

DUTIES AND RESPONSIBILITIES:

- Manages the day-to-day operation of the Department of Collection Services and Acquisitions;
- Supervises and mentors departmental personnel as individuals and as a team. Monitors staff training opportunities to ensure staff have the skills and tools necessary for supporting 21st century library services in a rapidly changing environment;
- Aligns departmental planning, priorities, goals, objectives and services with strategic initiatives of Galter Library, Feinberg School of Medicine, and Northwestern University;
- May be called upon to represent Galter Library in School or University discussions about issues related to the work of the department (collection services, acquisitions, or other relevant topics);
- Recommends and implements departmental policies, programs, and procedures including priorities and staff assignments, as well actively supports Performance Excellence activities for the department;
- Performs original and complex copy cataloging for all formats, including print, non-print, and digital resources - ensuring compliance with national and local standards, such as, MARC, RDA, AACR2, NACO, LCSH, MeSH, OCLC, NLM Classification, LC Classification and other appropriate cataloging and metadata standards;
- Contributes to library-wide planning activities and collaborates with colleagues on projects in areas of shared interest;
- Actively participates in library programs and services where appropriate, including collaboration on discovery and metadata projects;
- Works creatively, collaboratively, and effectively to promote teamwork, diversity, equality, and inclusiveness within the Galter Library and on campus;

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- Seeks grant opportunities to fund innovation efforts;
- Serves on University and Library committees and working groups as appropriate;
- Participates in scholarly societies, attends academic conferences, and represents Galter Library in relevant academic activities; and
- Serves on the Galter Library Leadership Team, led by the Director.

REQUIRED QUALIFICATIONS

- Master's degree in library or information science from an ALA-accredited program or international equivalent, or other appropriate degree or equivalent experience;
- Broad knowledge of technical services workflows and services, 5 years post-MLS professional experience across a range of technical services workflows; cataloging, metadata, acquisitions, and e-resources management preferred;
- Knowledge of emerging technologies and standards related to metadata and resource management, such as linked data, discovery tools, and digital repositories;
- 2 or more years previous supervisory experience and demonstrated evidence of successful project management experience;
- Demonstrated ability to work independently and collaboratively with a diverse population of faculty/staff, students, and colleagues;
- Evidence of professional initiative and excellent analytical, interpersonal, time management, organizational and problem solving skills; and
- Excellent written and oral communication skills; demonstrated ability to communicate effectively both in person and virtually using a variety of media and technologies.

In order to apply for this position, applicants must submit a cover letter and resume/curriculum vitae to stephanie.thor@northwestern.edu. Please reference the job title and job opening ID in the email.

Located in the heart of Chicago's Magnificent Mile, Northwestern University Feinberg School of Medicine has built a national reputation for excellence through a strong history of collaboration, interdisciplinary medical education, and research. Along with Northwestern Memorial Hospital and Northwestern Medical Faculty Foundation, it is part of the premier academic medical center known as Northwestern Medicine. The Galter Health Sciences Library, a division of NUCATS, Northwestern's clinical and translational sciences institute, shares Northwestern's commitment to excellence, and fosters the creation and sharing of knowledge among the faculty, staff, and students of the Feinberg School of Medicine and its affiliates. Library staff and faculty strive to improve and enhance health care through innovation and leadership in the organization, delivery, management, and use of quality information to support the educational, research, and patient care needs of our users.

Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities. Women and minorities are encouraged to apply. Hiring is contingent upon eligibility to work in the United States.