

Social Sciences Bibliographer

The University of Miami Libraries invites applications and nominations for the position of Social Sciences Bibliographer.

THE UNIVERSITY: The University of Miami, located in beautiful sub-tropical Coral Gables, Florida, is a privately supported, non-sectarian institution which currently enrolls approximately 10,100 undergraduates and 5,100 graduate students. The University comprises 11 degree granting schools and colleges, including Architecture, Arts and Sciences, Business Administration, Communication, Education, Engineering, Law, Medicine, Music, Nursing, and Marine and Atmospheric Science. The core of the University are its 2,200 full-time faculty housed in three academic campuses within the greater Miami area. The University currently receives \$260 million annually in external research funding. Dynamic University leadership has given high visibility to strong library support for undergraduates.

THE LIBRARY: The Otto G. Richter Library and its branches are located in the heart of the 260-acre tropical Coral Gables campus. Richter serves as the University's main library, holding a collection of more than 2.5 million volumes, and serving as a depository for federal and state documents. The Richter Library's special collections focus on Florida, Latin America and the Caribbean, and the Cuban experience. The library has a materials budget of approximately \$8M, a staff of 34 librarians, 86 support staff, and holds membership in ARL, ASERL, CLIR, NERL, OCLC, and SOLINET. The library's website, www.library.miami.edu, provides access to IBISWEB, its Innovative Interfaces web-based ILS, as well as access to over 310 databases, 232,000 electronic books, and 31,000 full-text electronic journals. The University recently completed a \$17 million library renovation project.

THE POSITION: Reports to Director, Collection Development; but works closely with all librarians assigned collection development and instruction duties. The librarian provides collection development support for all formats in the fields of history, sociology, anthropology, geography, and possibly other social science disciplines as well as assesses collection in traditional and innovative ways. The librarian is expected to keep abreast of scholarly communication issues in the social sciences including emerging trends in today's rapidly changing environment. Outreach to primary clientele as a subject/liaison librarian is a core aspect of this position that includes responsive instructional and consultative services at individual and group levels. In addition the librarian develops print and electronic instructional tools for assigned subjects. The librarian is in charge of managing ICPSR services for the Libraries as well as assessing the need for GIS services.

QUALIFICATIONS: ALA accredited MLS degree and minimum four years of relevant library experience; demonstrated communication skills; advanced degree in social science discipline; experience with social sciences datasets, government documents and GIS. Candidates should be able to demonstrate: the ability to work effectively with a culturally

diverse population; a commitment to the importance of excellence in teaching and scholarship; and to represent the interests of the Library in the community.

COMPENSATION: Compensation will be competitive and it will be commensurate with the experience and qualifications of the person selected.

APPLICATIONS AND NOMINATIONS: Formal review of candidates will begin immediately. Applications and nominations will be accepted until a suitable candidate is selected. Applications should be submitted electronically and must include a letter of interest, a curriculum vitae and the names of three references. The references will not be contacted before the appropriate time. Send nominations and applications to:

Rudy Montejo, Human Resources Coordinator

Otto G. Richter Library

University of Miami

P.O. Box 248214

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