San José State University - San José, California

POSITION ANNOUNCEMENT
Subject to Budgetary Approval

Position and Rank: Senior Assistant Librarian (Full-time, Temporary)
Specialization: Institutional Repository Librarian

San Jose State University seeks a proactive individual to serve as full-time Institutional Repository Librarian. Candidates should have an interest in institutional repository development and management. Knowledge of copyright and intellectual property issues is a plus. This position works to populate and promote the use of SJSU ScholarWorks for university research and publications, including faculty and student works, open access ejournals, data sets, and digital scholarship.

Minimum Qualifications:

- ALA accredited Master’s degree or its equivalent.
- Demonstrated knowledge of or experience using an institutional repository or content management system.
- Excellent oral and written communication skills and interpersonal skills.
- Awareness of and sensitivity to the educational goals of a multicultural population.
- Ability to work collaboratively with other librarians, support staff, teaching faculty and students in an evolving organization and rapidly changing information environment.
- One-year experience working in a library setting.

Description of Duties: Specific duties of the position may vary, but expected duties in this position include the following:

- Manage the daily operations of the IR, including adding and editing content.
- Collect, analyze, and report IR usage data.
- Provide training in support of the IR
- Ensure IR materials are discoverable via the web.
- Monitor developments in scholarly communications and repository trends.
- Collaborate with colleagues to develop innovative services.

Application Procedures: Please email the following items to library-jobs@sjsu.edu:

- Cover letter expressing qualifications and relevant experience,
- A resume/CV of academic preparation, experience and qualifications,
- The names, addresses and telephone numbers of 3 professional references

If selected for an interview, applicants will be asked to provide original transcripts, and three original letters of recommendation.

Positions become available on an ongoing basis and will remain open until filled. Applicants who are not selected will be notified via email.
**Expected Hire Date:** Fall semester 2019


**Eligibility:** Employment is contingent upon proof of eligibility to work in the United States.

Please contact the SJSU Library Human Resources Office at 408-808-2080 if you have questions.

The Dr. Martin Luther King, Jr. Library at San José State University is recognized as an innovative shared facility combining a large academic library (with a collection of over one million items) and a major downtown public library. This facility uses a merged service model to support the lifelong learning needs of academic and public library users. The University Library’s strategic plan is to build a digital library, which will “aggressively increase access, creation, and use of digital collections,” and “will creatively utilize innovative technologies to provide the University and the broader community with a 21st century library environment, both physical and digital.”

San José State University is California’s oldest public institution of higher learning. The campus is located on the southern end of San Francisco Bay in downtown San José (Pop. 1,000,000), hub of the world-famous Silicon Valley high-technology research and development center. Many of California’s most popular national, recreational, and cultural attractions are conveniently close. A member of the 23-campus California State University (CSU) system, San José State University enrolls approximately 37,500 students, a significant percentage of whom are members of minority groups. The Library – and the University of which it is a part - is committed to increasing the diversity of its faculty so our disciplines, students, and the community can benefit from multiple ethnic and gender perspectives.

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San José State University is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. This policy applies to all San José State University students, faculty, and staff as well as University programs and activities. Reasonable accommodations are made for applicants with disabilities who self-disclose. Note that all San José State University employees are considered mandated reporters under the California Child Abuse and Neglect Reporting Act and are required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

The latest San José State University Safety 101 Uniform Campus Crime and Security Report is available. You may request a copy of San José State University’s annual safety report by contacting the University Police Department at (408) 924-2222 or by visiting the University Police Department website at [http://www.sjsu.edu/police/](http://www.sjsu.edu/police/).