



POSITION: Humanities and Acquisitions Librarian / Assistant Professor / Tenure-Track

LOCATION: Portland State University Library, Portland, OR

POSTED: July 26, 2017, open until finalists identified

Located in Portland, Oregon, one of the nation's most livable cities, Portland State has an innovative approach to education that combines academic rigor in the classroom with field-based experiences through internships and classroom projects with community partners. The University's 49-acre downtown campus exhibits Portland State's commitment to sustainability with green buildings, while many of the 124 bachelor's, master's and doctoral degrees incorporate sustainability into the curriculum. PSU's motto, "Let Knowledge Serve the City," inspires the teaching and research of an accomplished faculty whose work and students span the globe.

PSU seeks talented individuals who understand our values and strategic goals and enjoy sharing ideas and collaborating in an environment of mutual respect to achieve those values and goals. We are committed to leading through engagement and seek individuals who support this strategy. Engagement describes Portland State's collaborative approach to the exchange of knowledge and resources with local, regional, national, and global partners for mutual benefit of students, faculty, and the community.

As a component of the Diversity Action Plan and the President's Strategic Mission of achieving global excellence, Portland State University strives to become an institution that is recognized nationally and internationally for the accomplishments of its faculty, the reputation of its programs, and the preparation of its students as world citizens.

Portland State University supports equal opportunity in admissions, education, employment, housing, and use of facilities by prohibiting discrimination in those areas based on age, color, disability, marital status, national origin, race, religion or creed, sex or gender, gender identity or gender expression, sexual orientation, veteran status, or any other basis in law. This policy implements state and federal laws. Inquiries about it should be directed to the Office of Equity and Compliance, 1600 SW 4th Avenue, Suite 830, Portland, OR 97201, 503-725-5919, or via email to: diversity@pdx.edu.

Position Summary

The Humanities and Acquisitions Librarian provides leadership in coordinating the acquisitions functions of the library and serves as the Library's liaison to assigned humanities departments.

The Humanities and Acquisitions Librarian consults and collaborates with scholars; participates in a dynamic instructional program, including classroom and online instruction; provides reference and information services for the University's students and faculty as well as members of the community; and selects information resources to support the instructional and research needs of a diverse institution. This

position also serves as the liaison to academic units within the humanities such as World Languages and Literatures, depending on the needs of the Library.

This position manages negotiations and contracts with vendors; collaborates and coordinates with acquisitions staff (reporting to the Head of Cataloging and eAccess) in the procurement of library resources; participates in the creation and review of policies that govern library collections; collaborates with the Library Fiscal Analyst in managing the library materials budget; works closely with the Collection Development and Head of Cataloging and eAccess librarians in the acquisition and management of information resources; and participates in developing and refining workflows for collection development and the acquisition and cataloging of resources.

Portland State University faculty members contribute to faculty governance activities within the Library and the University, engage in community and professional service, and pursue an active scholarly agenda including publication, research, and seeking grants as appropriate. This full-time, 12-month, tenure-track faculty position reports to the Research & Instruction Manager.

Key Cultural Competencies

- Creates an environment that acknowledges, encourages and celebrates differences.
- Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds.
- Seeks opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive settings with a willingness to change for continual improvement.
- Adheres to all PSU's policies including the policies on Prohibited Discrimination & Harassment and the Professional Standards of Conduct.

Responsibilities

- Supports the instructional and research needs of assigned units. Collaborates with these units in assessing information needs and the availability of information resources; cultivates bridges for service and teaching; works with teaching faculty to develop discipline-appropriate instruction; and provides research consultations for faculty and students. Includes working some evening and weekend hours.
- Participates in the Library's information literacy and general instruction program, face-to-face and online. Shares in the development and delivery of course-related instruction in the general education program.
- Develops physical and online learning objects and research guides.
- Provides reference and information services for the University's students and faculty as well as members of the community.
- Coordinates contracts for library information resources; applies knowledge of copyright issues, licensing, and contracting in academic libraries while negotiating with library vendors regarding the procurement, use, and management of resources.
- Collaborates with the Library Fiscal Analyst in managing the library materials budget; collects, manages, analyzes and communicates numerical and budget information accurately and clearly.
- Coordinate workflow within the acquisitions functions and their relationship to other Library units; support collaboration and innovation among relevant library units.

- Participates in continual library planning and assessment activities, including the collection of relevant data on inputs, outputs, and outcomes.
- Maintains awareness of scholarly communication and copyright issues in general and within assigned disciplines and contributes to advocacy efforts. Keeps colleagues informed of current issues and developments in liaison areas.
- Occasionally directs the work of part-time student employees or interns.

Research/Scholarly Activities

- Pursues an active publication and research agenda.
- Meets expectations for faculty scholarship in accordance with the Library and University's promotion, tenure, and post-tenure review guidelines.

University Service Activities

- Supports the mission, goals, and objectives of the Library and the University.
- Establishes short and long-range goals, objectives, and priorities; aligned with those of the Library and the University.
- Contributes to the work of relevant Library and University committees and workgroups.
- Supports Library and University development efforts.

Professional Service Activities

- Contributes to the work of professional associations: local, regional, national, or international.
- Maintains current professional expertise through participation in workshops, classes, professional associations and networks, and through continued awareness of the scholarly literature.

Other Responsibilities

- Engages in community endeavors that may benefit from one's professional expertise, and be a good ambassador for the University.
- Contributes to a positive and collaborative environment based on mutual respect, service, open communication, and cooperation.
- Maintains effective and productive communications with colleagues, administrators, and community users and organizations.
- Other duties as assigned.

Minimum Requirements

- ALA-accredited MLS or equivalent.
- Two years experience years of full-time, post-MLS experience as a librarian.
- Experience in at least two of these areas: serving as a liaison to academic departments; teaching or training; delivering reference services; and collection development.
- Experience in library acquisitions.
- Ability to successfully complete a background check and provide transcripts.

Preferred Requirements

- Ability to collect, manage, analyze and communicate numerical information accurately and clearly.

- Experience negotiating with library vendors.
- Knowledge of copyright issues regarding purchased resources and the ability to communicate effectively about copyright issues concerning the purchasing and acquisitions of materials for an academic environment.
- Enthusiasm for teaching and experience integrating information literacy concepts into teaching.
- Flexibility and the ability to work positively in a fast-paced, changing environment while collaborating with diverse colleagues, faculty, students, and the community.
- Demonstrated commitment to practices facilitating diversity and inclusion.
- Evidence of professional service and scholarship.
- Effective communications and collaboration skills.
- Knowledge of one or more non-English languages.

Compensation

The salary is \$70,236 with an excellent benefits package.

To Apply

To apply, please create an account and apply through the Portland State University career portal:

<https://jobs.hrc.pdx.edu/postings/24018>

Review of applicants will begin approximately August 25, 2017, and will remain open until finalists are identified.

For those requiring a reasonable accommodation to apply: In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with Portland State University, please call 503-725-4926 or email askhrc@pdx.edu

Please email search coordinator Stephanie Doig with any questions regarding this job posting.

Portland State University is an Affirmative Action, Equal Opportunity institution and welcomes applications from diverse candidates and candidates who support diversity.