

## **Technical Services Librarian – 29974**

The University of Missouri Libraries (Columbia, MO) has an immediate opening for a Technical Services Librarian. Reporting to the Associate University Librarian for Acquisitions, Collections, and Technical Services, this position plan, develops, directs and implements service functions related to maintaining and serving the ILS for the University of Missouri System. Primary functions include record loading, problem solving, serving as contact between ILS vendor and libraries for matters related to the software, and coordinating software upgrades for the UM System.

### **Responsibilities:**

- Responsible for the loading and maintenance of records into the catalog of online packages and e-resources for both MU and the University of Missouri System.
- Coordinate between the 4-campus system the issues reported about the ILS system, serving as a help desk for ILS problems such as software glitches, upgrades, administrative responsibilities, and more as appropriate with LTS to ensure the ILS is operating successfully.
- Serve as the contact between the UM System and the ILS Vendor regarding software upgrades, problems, and software issues.
- Provide access to e-resources through descriptive metadata, subject headings, analysis and classification as called upon.
- All librarians are expected to be professionally active and participate in campus service and activities.
- Other duties as assigned.

### **Required Qualifications:**

A master's degree in Library Science from an ALA accredited program is required. For the rank of Librarian II, three years of professional library experience is also required.

Knowledge of basic elements of bibliographic control; familiarity with III's Sierra; experience with cataloging both copy and original; and the various acquisitions systems.

### **Preferred Qualifications:**

Experience with record loads for a catalog. Strong service orientation. Excellent analytical and problem-solving skills. Strong MS Office skills including expertise in Excel. Strong interpersonal skills, including the ability to establish and maintain effective working relationships with staff at all levels, vendors, faculty, donors, and others. Ability to work with others in a collaborative team environment, with a participative management style. Initiative, flexibility, and the potential to excel in a rapidly changing environment.

Willingness and ability to gain broad insights into technical services processes in general. Strong oral and written communication skills. Demonstrated involvement in professional organizations at a regional or national level.

**Compensation:** Salary and librarian rank will be commensurate with experience. Negotiable from \$47,476.

**To Apply:** Apply online at <http://hrs.missouri.edu/find-a-job/academic> with **Job ID 29974**. A cover letter, contact information for three references and CV must be uploaded through the brief online application. Preference for applications received by June 1, 2019. Applications will be accepted until the position is filled.

The University Libraries are an open, active, and accessible learning environment, a hub for global information, and a secure repository for scholarship. We value freedom of access, diversity and inclusion, service to our community and state, and responsible stewardship. We seek candidates who share these values, who are active leaders engaged in the pursuit and discovery of knowledge and the advancement of education, and whose work will reflect a strong commitment to advance the teaching, research, and services programs of an engaged public University.

### **About Mizzou**

Columbia, Mo., is known as an ideal college town, combining small-town comforts, community spirit and low cost of living with big-city culture, activities and resources. Home to nationally renowned public schools and other colleges and educational centers, Columbia is packed with restaurants and entertainment venues and hosts more than a dozen annual cultural festivals.

The University of Missouri was founded in 1839 in Columbia, MO, as the first public university west of the Mississippi River and the first state university in Thomas Jefferson's Louisiana Purchase territory. Today, MU is a \$2.2 billion enterprise and an important investment for the state and nation.

MU provides all the benefits of two universities in one: It's a major land-grant institution with a statewide mission of service to citizens and Missouri's largest public research university. Considered one of the nation's top-tier institutions, Mizzou is one of only 34 public universities, and the only public institution in Missouri, to be a member of the Association of American Universities (AAU). The MU Libraries belong to the Association of Research Libraries (ARL), the Greater Western Library Alliance (GWLA), and the statewide MOBIUS consortium.

The state's most comprehensive university, MU offers more than 300 degree programs through 18 colleges and schools. Many departments also work closely with the University Extension program to bring the benefits of research to Missouri citizens. The University of Missouri has a statewide network of 10 research parks and business incubators, each designed to help faculty, entrepreneurs and businesses collaborate to move innovative research to the marketplace, and the Mizzou Advantage program encourages innovative interdisciplinary collaboration.

Mizzou has a diverse enrollment with 35,000 students from every county in Missouri, every state in the nation and 120 countries. The fall 2015 student body includes Mizzou's largest number of high-achieving students who scored a 30 or higher on the ACT, the state's biggest international student enrollment and a record number of students from minority groups. MU's nationally

prominent faculty bring discoveries into the classroom, publish more than 1,600 books and scholarly articles each year and spend about \$237 million annually on scientific research. The National Science Foundation has recognized MU as one of the top-10 universities in the country for undergraduate research opportunities. Mizzou graduates more than 8,000 students annually, granting 27 percent of all bachelor's degrees, 23 percent of master's degrees and 62 percent of all doctoral degrees earned at Missouri's public universities.

Located in central Missouri with easy access to St. Louis and Kansas City, Columbia, MO is consistently ranked one of America's best places to live because of its excellent quality of life.

For more information on the University of Missouri and the Columbia area, please visit the following:

- University of Missouri – <http://missouri.edu/>
- Columbia Convention and Visitor's Bureau – <http://www.visitcolumbiamo.com/>
- Special Collections and Rare Books – <http://library.missouri.edu/specialcollections/>
- University Archives – <http://muarchives.missouri.edu/>
- University Libraries – <http://library.missouri.edu/>

**Benefit Eligibility:** This position is eligible for University benefits. The University offers a comprehensive benefits package, including medical, dental and vision plans, retirement, paid time off, and educational fee discounts. For additional information on University benefits, please visit the Faculty & Staff Benefits website at <http://www.umsystem.edu/totalrewards/benefits>

This position holds non-tenure track faculty status (NTT) and will be hired at the appropriate rank of Librarian or Archivist. For information regarding title and rank, please review the MU Libraries' Librarian and Archivist Governance Document found at: [http://library.missouri.edu/staff/libguides/Governance%20Document\\_rev2019.pdf](http://library.missouri.edu/staff/libguides/Governance%20Document_rev2019.pdf)

**MU Diversity Commitment:** The University of Missouri is fully committed to achieving the goal of a diverse and inclusive academic community of faculty, staff and students. We seek individuals who are committed to this goal and our core campus values of respect, responsibility, discovery, and excellence.

**Equal Employment Opportunity:** Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America. For more information, call the Vice Chancellor of Human Resource Services/Affirmative Action officer at 573-882-4256.

To request ADA accommodations, please call the Disability Inclusion and ADA Compliance Manager at 573-884-7278.

### **EEO IS THE LAW**

To read more about Equal Employment Opportunity (EEO) please use the following links:

- EEO is the Law [English Version](#)
- EEO is the Law [Spanish Version](#)
- EEO is the Law [Chinese Version](#)