

Position Announcement
Head, Research & Information Services
University of Central Florida Libraries

Unleash Your Potential With Us

As a next-generation public research institution, we are an inclusive community of thinkers, doers, creators, innovators, healers, and leaders striving to shape the future and solve the world's most challenging problems. No matter what your role is, when you join Knight Nation, you become an integral part of our mission to become a university for the future. You'll be met with opportunities to connect and collaborate with uniquely talented faculty, staff, and students across 13 colleges and multiple campuses and regional locations. That means greater challenges to tackle, more meaningful opportunities to grow, and rewarding experiences that go beyond a paycheck.

The Opportunity

The University of Central Florida (UCF) Libraries seeks an experienced and dynamic full-time department head for Research & Information Services to provide vision and leadership for the unit. This is a full-time, 12-month, non-tenure track faculty position. This position plays a leading role in developing and implementing innovative solutions to research and information services and other library initiatives that support the scholarly, teaching, and learning goals of the university and its communities. Rank will be determined based on the selected candidate's experience. The selected candidate must have a demonstrated record of experience commensurate with appointment at the rank of associate librarian or university librarian.

This department head position reports to the associate dean for Academic Engagement and supervises a team of 11 full-time faculty librarians, 3 full-time staff, part-time adjunct librarians, and student workers. The department includes liaison librarians assigned to academic programs and learning communities, research consultation and instruction services, patent and trademark services, government information, and engagement with key campus partners. The department head for Research & Information Services is expected to be a collaborative, strategic, and innovative leader. Professional service and scholarly contributions are expected.

Responsibilities:

- Oversees the units of Research & Information Services.
- Establishes department goals, objectives, and outcomes that are aligned with library and campus strategic priorities.
- Fosters a supportive culture that encourages teamwork.
- Inspires, enables, and empowers library faculty and staff to collaborate, create, and innovate.
- Works collaboratively with other departments across the UCF Libraries.
- Represents the UCF Libraries through collaboration in a wide range of consortia and partnerships at the university, state, regional, and national levels.

- Other responsibilities as assigned.

The UCF Libraries includes the John C. Hitt Library, the Curriculum Materials Center, and Special Collections and University Archives on the Orlando main campus; branch libraries on the Rosen College and Downtown campuses; and partnerships with Direct Connect state colleges. The Libraries offers a collection of more than 2.2 million volumes, is a partial depository for government documents and patents, and manages the institutional repository STARS. We are members of the Association of South Eastern Research Libraries (ASERL), Center for Research Libraries (CRL), Florida Virtual Campus (FLVC), and HathiTrust. The UCF Libraries has 105 full-time staff comprised of 44 faculty librarians and 61 support and administrative staff, and 50+ student employees dedicated to serving UCF faculty, staff, students, and the greater Orlando community. For more information about the UCF Libraries see <http://library.ucf.edu>.

Minimum Qualifications:

- Master's degree from an ALA-accredited institution.
- At least five years post-MLS professional experience.
- Experience in mentoring faculty and professional staff.

The selected candidate must have a demonstrated record of experience commensurate with appointment at the rank of associate librarian or university librarian.

Preferred Qualifications:

- Knowledge of emerging trends in academic libraries.
- Demonstrated ability to recruit, retain, and develop library faculty and staff.
- Supervision of units and librarians responsible for instruction, research consultation, and outreach and engagement services.
- Demonstrated record of innovative leadership and navigating organizational change.
- Evidence of professional service, and a record of publications and presentation at a national level.

Additional Application Materials Required:

UCF requires all applications and supporting documents be submitted electronically through the Human Resources employment opportunities website at <https://ucflib.fyi/job-RISDH> .In addition to the online application, candidates should upload a cover letter, a current curriculum vitae, and a list with contact information for three (3) professional references.

The selected candidate will be required to submit official transcripts (and, as applicable, U.S. degree equivalency evaluations) documenting the conferral of their qualifying academic credentials.

NOTE: Please have all documents ready when applying so they can be simultaneously uploaded. Once the online submission process is finalized, the system does not allow applicants to submit additional documents later.

Questions regarding this search should be directed to: Katy Miller at Katy.Miller@ucf.edu.

Special Instructions to the Applicants:

Minimum salary \$81,000 to negotiable at rank of associate librarian, and \$87,000 to negotiable at rank of university librarian.

Job Close Date:

01/25/2024.

Note to applicants: Please keep in mind that a job posted as *'Open until filled'* may close at any time without notice. As such, we encourage you to submit your application and all required documentation as quickly as possible to ensure consideration for the posted position.

Are Benefits Important to You?

Working at UCF has its perks! In addition to helping drive change and having a positive impact by supporting our students, staff, and faculty, UCF offers:

- Benefit packages including medical, dental, vision, life insurance, healthcare flexible spending accounts, and an Employee Assistance Program.
- Paid time off, including annual leave (12-month faculty) and sick leave and paid holidays.
- Retirement savings options.
- Employee discounts, including tickets to many Orlando area attractions.
- Education assistance.
- Flexible work environment.

And more...For more benefits information, go to 'Prospective Employees' on the UCF Human Resources website <https://hr.ucf.edu/>.

Who Are We?

Founded in 1963 to fuel the region's talent pipeline and support the growing U.S. space program, UCF is built to make a better future for our students and society. It's one of the reasons *U.S. News & World Report* ranks UCF among the nation's top 20 most innovative colleges, while *Forbes*, *Kiplinger*, and *The Princeton Review* rank us a best-value university. UCF is one of 14 universities nationwide designated as both a Hispanic-Serving Institution and a Research 1 university. With 13 colleges, including a fully accredited College of Medicine, UCF offers more than 240 degree programs between its main campus, downtown campus, hospitality campus, academic health sciences campus, and 11 UCF Connect centers located throughout the region. In addition, UCF extends its reach to communities in and beyond Central Florida by offering complete online programs leading to bachelor's degrees, master's degrees, Ph.D.'s., certificates, and more.

The University of Central Florida is proud to be a smoke-free campus and an E-Verify employer. Unless explicitly stated on the job posting, it is UCF's expectation that an employee of UCF will reside in Florida as of the date the employment begins.

Additional Requirements related to Research Positions

Pursuant to Florida State Statute 1010.35, prior to offering employment to certain individuals in research-related positions, UCF is required to conduct additional screening. Applicants subject to additional screening include any citizen of a foreign country who is not a permanent resident of the U.S., or who is a citizen or permanent resident but is affiliated with or has had at least 1 year of higher education, employment, or training in China, Cuba, Iran, Russia, North Korea, Syria, or Venezuela.

The additional screening requirements only apply to employment in research-related positions, including, but not limited to faculty positions (including employed visiting positions), graduate positions, individuals compensated by research grants or contract funds, postdoctoral scholar positions, and undergraduate positions.

Department

University Libraries - Operations

Work Schedule

Varies

Type of Appointment

Regular

Expected Salary

Negotiable

Equal Employment Opportunity Statement:

The University of Central Florida is an Equal Opportunity/Affirmative Action Employer including Disabled/Vets. Click on [UCF's Equal Opportunity Statement](#) to view the President's Statement.

The UCF affirmative action plans for qualified individuals with disabilities and protected Veterans are available for inspection in the Office of Institutional Equity, Monday through Friday, from 9:00 a.m. to 5:00 p.m., upon request.

As a Florida public university, UCF makes all application materials and selection procedures available to the public upon request.

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