

Business Librarian

Goizueta Business Library at Emory University

Description

The Goizueta Business Library at Emory University is seeking a business librarian to join our highly collaborative team. This individual thrives in a customer-focused setting that is responsive to and anticipates the distinctive needs of Goizueta Business School faculty, students and alumni. We are looking for someone who is confident, creative and excited about working in an environment in which they can both grow their relevant work experience and develop new knowledge and skillsets.

The Goizueta Business Library provides exceptional business information products and services to the Goizueta Business School's faculty, students and alumni, delivered through highly customized consultations, outreach, marketing and teaching. The candidate will seek opportunities to integrate business intelligence into the curriculum in innovative and non-traditional ways.

Position Duties

The business librarian assumes several liaison roles with the Goizueta Business School:

- Liaison for the Full-Time MBA (1 Year and 2 Year Programs), responsible for identifying opportunities to collaborate with the FT MBA Program Dean and staff, and engaging with these students and teaching faculty in innovative and creative ways; including partnering with the Goizueta IMPACT experiential curriculum.
- Liaison with the Marketing area faculty, responsible for building partnerships, developing and teaching classes, creating web content, and evaluating and growing relevant marketing collections.
- This individual may assume the lead for other GBS concentrations/strategic themes, and other GBL initiatives.

As an active member of a highly collaborative team, the business librarian is also responsible for:

- Creating, marketing and delivering a range of business information products and services in support of all of the Business Library's target customers (e.g. students across all Programs, Faculty, Staff, and GBS Alumni).
- Supporting Faculty teaching and research.
- Designing and teaching instructional classes across all programs and academic areas.

- Providing in-person, phone, and virtual consultations. During the fall and spring semesters, each librarian works one evening desk per week and two-three Saturday and Sunday weekends.
- The individual will additionally be expected to participate in other occasional evening and weekend GBS events, classes and activities.

Competencies

A successful candidate possesses the following qualities and experiences:

- Demonstrated experience working with business students and/or professionals across different business programs and representing diverse communities.
- Conducting in-depth course and career consultations.
- Developing and teaching business intelligence classes.
- In-depth knowledge of using and teaching commercial and academic business databases.
- Excellent verbal and written communication skills.

Required Qualifications

- ALA-accredited master's degree in Library and Information Science OR equivalent education and professional experience working in a business academic or corporate business information setting.
- Minimum of three years of professional experience working in a business school academic setting, or experience working in a corporate or other type of business environment.
- Ability to build and sustain effective interpersonal relationships.
- Willingness and availability to work regular weekday evening and weekend schedules.
- Commitment to fostering an inclusive educational environment and workplace and an ability to work effectively with a diverse faculty, staff and student population.

Professional Responsibilities

- Participates in appropriate professional and scholarly associations and organizations including maintaining membership and/or accreditation; attending meetings, conferences, workshops; and serving in appointed or elected positions.
- Maintains up-to-date professional knowledge and skills in areas related to primary job assignment as well as maintains general knowledge of current trends in academic business education, academic libraries, and information and educational technology.
- Adheres to guidelines outlined in the Handbook Governing the Librarian Series for Faculty-Equivalent Librarians to ensure appointment, appointment renewal and promotion-in-rank.
- Participates in library and campus communities as appropriate for service purposes.

Application Procedures

Applications may be submitted as Word or PDF attachments and must include:

- 1) Cover letter of application describing qualifications and experience;
- 2) Current resume/vita detailing education and relevant experience; and
- 3) On a separate document list the names, email addresses, and telephone numbers of 3 professional references including a current or previous supervisor.

Candidates applying by **February 8th** will receive priority consideration. Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women, minorities, people with disabilities and veterans.

To apply, please go to <https://faculty-emory.icims.com/jobs/31211/goizueta-business-librarian/job?mobile=false&width=768&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>.