Technical Service Division Specialist - Academic Professional
University of Illinois Library at Urbana-Champaign

Position Available:
Immediately. This is a full time and one year visiting Academic Professional position in the University Library.

Duties and Responsibilities:
Under the direction of Technical Services Division (TSD) Coordinator and in cooperation with Technical Services Division units, the specialist will provide support for the work associated with ordering, receiving, and cataloging monographs, serials, and standing orders for the Library including those that are delivered electronically.

Working in collaboration with the Library IT and the TSD Research Programmer, the specialist will help support the daily use of Voyager, OCLC, etc. in automated cataloging and acquisitions workflows. The specialist will participate in an Electronic Resources team that works under the direction of the Eresources Librarian, the Head of CAM, and the Head of Acquisitions to handle the demands of this evolving workflow. The specialist will work with the Library IT and the TSD Research programmer (who is currently working less than one quarter time) to generate Voyager reports required for fund management and the Division’s management statistics, as needed. Other duties may include maintenance of web pages and workflow documentation as needed and ad hoc projects as assigned.

Department:
The Technical Services Division currently includes Acquisitions, Cataloging, Digital Services & Development Unit, IDEALS (Illinois Digital Environment for Access to Learning and Scholarship), Preservation and Conservation. The Division supports the work of over 70 faculty and staff members and processes 90% of all the material acquired by the University Library. The Library uses the Endeavor Voyager system, relies on OCLC Connexion and PromptCat for cataloging, is part of the CARLI I-Share environment and must adhere to Banner requirements for all financial and personnel reporting.

Environment:
The University of Illinois Library at Urbana-Champaign is one of the preeminent research collections in the nation and the world. With more than 10 million volumes and a total of 21 million items, it ranks third among libraries in the United States and first among public university libraries in the world. As the intellectual heart of the campus, the Library is committed to maintaining the strongest collections and services possible and engaging in research and development activities—both of which support the University’s mission of teaching, research, and public service. The Library currently employs approximately 100 faculty and 300 staff members. For more detailed information, please visit www.library.uiuc.edu/.

Qualifications:
Required: Bachelor’s degree. Previous experience working in acquisitions or cataloging in an academic or public library. Knowledge of automated acquisitions and cataloging workflows and networked workstation support. Demonstrated experience with the Voyager acquisitions/serials module and familiarity with Voyager data structures. Experience in understanding the problems inherent with Eresources management. Demonstrated experience with MS Access and MS Excel.
Excellent oral and written communications skills in a team-based environment as well as the ability to handle multiple priorities.

**Preferred:** MLS. Experience with or coursework on Metadata formats.

**Salary and Rank:** Salary is competitive and is commensurate with experience and credentials.

**Terms of Appointment:**
Twelve-month full-time one year Academic Professional appointment; the following benefits are pro-rated to reflect the percent of appointment; 24 work days vacation per year, 11 paid holidays, 12 days annual sick leave (cumulative) plus an additional 13 days (non-cumulative) per year if necessary; health insurance, requiring a small co-payment is provided to employees (coverage for dependents may be purchased); participation in the State Universities Retirement System, which includes several private options, is compulsory (8% of staff member’s salary is withheld and is refundable upon termination); newly hired university employees are covered by the Medicare portion of Social Security, and are subject to its deduction.

**Campus and Community:**
The University of Illinois at Urbana-Champaign is a comprehensive and major public land-grant university (Doctoral/Research University-Extensive) that is ranked among the best in the world. Chartered in 1867, it provides undergraduate and graduate education in more than 150 fields of study, conducts theoretical and applied research, and provides public service to the state and the nation. It employs 2,000 faculty members who serve 26,000 undergraduates and 10,000 graduate and professional students; approximately 25% of faculty receives campus wide recognition each year for excellence in teaching. More information about the campus is available http://www.uiuc.edu.

The University is located in the twin cities of Champaign and Urbana, which have a combined population of 100,000 and are, situated about 140 miles south of Chicago, 120 miles west of Indianapolis, and 170 northeast of St. Louis. The University and its surrounding communities offer a cultural and recreational environment ideally suited to the work of a major research institution. For more information about the community, visit http://www.uiuc.edu/misc/campus.html, http://www.cucvb.org/, or http://www.ccchamber.org/.

**Apply:**
Send letter of application and complete resume with names, addresses, telephone numbers, and e-mail addresses (where available) of three references to: Cindy Kelly, Head, Library Human Resources, University of Illinois Library at Urbana-Champaign, 1408 West Gregory Drive, Urbana, IL 61801. E-mail mokelly@uiuc.edu. Electronic applications are acceptable initially, but must be followed by a hard copy with signature. Phone: (217) 333-8169.

**Deadline:** Feb 1, 2005. In order to ensure maximum consideration, applications and nominations must be received by the deadline date.

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