Coordinator and Assistant Professor of Library Administration,
Illinois Digital Environment for Access to Learning and Scholarship
University of Illinois at Urbana-Champaign Library

Position Available:

Duties and Responsibilities: With support from the Provost, the Library and CITES have launched a multi-year effort to create an initiative that will enable us to select, manage, disseminate, preserve, and provide persistent access to the digital research and scholarship of faculty, staff, and students on the Urbana-Champaign campus. The Illinois Digital Environment for Access to Learning and Scholarship (IDEALS) is a set of collections and related services that together constitute the campus institutional repository. The types of materials included within this service are (but are not limited to) digitally produced publications, reports, working papers, pre-prints, presentations, video and audio files, datasets, and learning objects. IDEALS is administered under the direction of a Coordinator, and is guided by a steering committee of representatives from key campus units who will provide advice to the University Librarian and the CIO, a working group for the future direction for this initiative co-chaired by the Associate University Librarian for Information Technology Planning and Policy and the CITES Senior Technology Architect, and a standing committee for decisions related to the production environment for IDEALS. The Coordinator is responsible for managing the overall planning, implementation, and evaluation of IDEALS and all related initiatives. The Coordinator works in concert with Library, CITES, and other key campus personnel to organize all phases of the effort, including the development of partnerships with faculty and campus units to provide content for the repository, development of a rights management structure, supervision of the technical work in the program, coordination of the activities of associated committees and working groups, and ensuring that specific projects within the initiative adhere to their timeline and goals. In addition, the Coordinator will work to identify and implement additional services for support of scholarly communication where needed.

Specific activities include: 1) Initiates and supports faculty outreach activities, working closely with Library faculty and staff, CITES staff, and personnel in other campus units to provide support for the initiative; 2) Ensures that each campus unit participating in the service defines its contributions of digital content and metadata in appropriate formats, and facilitates their participation in the professional programs; coordinates resource allocation across the project; 3) Initiates and maintains communication about the initiative; guides, and summarizes plans, discussions and decisions. Coordinates the activities outlined by the Steering Committee and associated working groups and committees; 4) Coordinates the technical development of IDEALS and related services, including other scholarly communication related services, working with the AUL for IT, its supporting units, and others who are responsible for the implementation of the institutional repository, Technical Services Division, and CITES Senior Information Architect, and associated working groups and committees; 5) Focuses on achieving consensus on goals and objectives; 6) Analyzes the rights management issues that could be raised by the duplication, publication, or archiving of materials collected in the project; Works with appropriate units and groups to develop tracking mechanisms; and 7) Coordinates regular reports and other publications for research and project awareness.

The Project Coordinator reports to the Associate University Librarian for Information Technology Planning and Policy, and works closely with the Steering Committee and other associated working groups and committees. The IDEALS Coordinator will be a member of the Technical Services division for faculty matters.

Qualifications: Required: Accredited Master’s Degree in Library and Information Science, Computer Science, or a related field; experience with leadership roles in project coordination; knowledge of and experience using library online catalogs or other bibliographic index applications, word processing software, HTML or XML authoring software, web browser software, and E-mail software; conceptual knowledge of and familiarity with library automated systems and/or digital library systems and applications; knowledge of and/or experience using metadata in a library setting, including one or more of the following standards MARC, EAD, TEI, Dublin Core, RDF, FGDC; strong public service ethic and ability to work collaboratively with others spread out across multiple locations; and excellent written and
interpersonal communication skills. Preferred: Experience with digital preservation methods and technologies; experience with collection development or materials selection; experience with current PC technologies, including Linux and/or Microsoft Windows operating systems and web server technologies, knowledge of and/or experience using database software, XML tools, and XSLT; experience with focus group evaluations, end-user usability testing, or other recognized methodology for assessing usefulness and benefit of library applications and/or services.

**Environment:** This initiative is jointly administered by the University Library and CITES (Campus Information Technologies and Educational Services – [http://www.cites.uiuc.edu](http://www.cites.uiuc.edu)). The successful candidate will be located in the Library, and will have substantive interaction with faculty and staff in the Library, CITES, and across academic departments on campus. The University of Illinois Library at Urbana-Champaign is one of the preeminent research collections in the nation and the world. With more than 9 million volumes and a total of 21 million items, it ranks third among academic 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](http://www.library.uiuc.edu). The Library consists of more than 40 departmental libraries that are located throughout campus and administratively organized into eight divisions. The mission of CITES is to provide reliable, robust, and secure information and educational technology services that support and enhance the academic life of the campus community. Further, CITES provides leadership and innovation, in partnership with campus units, to help faculty, staff, and students realize the full potential of existing and emerging technologies. The 270 employees of CITES are engaged in a broad range of educational and information technology services and support.

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

**Terms of Appointment:** Twelve month 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 (Research Level 1) 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 receive campuswide recognition each year for excellence in teaching. More information about the campus is available at 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 miles 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. More information about the community can be found at [http://www.cucvb.org/](http://www.cucvb.org/), [http://www.uiuc.edu/misc/campus.html](http://www.uiuc.edu/misc/campus.html), or [http://www.ccchamber.org/](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:

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