Visiting Coordinator, IRIS (Illinois Researcher Information Service)  
.50 FTE Visiting Assistant Professor of Library Administration  
University of Illinois Library at Urbana-Champaign

The Visiting Coordinator will provide leadership for the Illinois Researcher Information Service (IRIS). IRIS is a unit of the University Library’s Office of Information Technology Planning and Policy (Library IT) with primary responsibility for developing, maintaining, and marketing a subscription database of research funding opportunities for the academic community in North America and beyond. The IRIS database service provides detailed information on more than 9000 funding opportunities in the sciences, social sciences, arts, and humanities from federal, corporate, private, and other sponsors.

Duties and Responsibilities:
The IRIS Coordinator is responsible for the management, administration, and marketing of the IRIS service, including the supervision of a professional indexing and support staff of two FTE; the preparation of periodic business plans and financial/market analysis reports; devising and implementing marketing strategies for the IRIS service, providing support and user documentation for new subscribers, and maintaining ongoing and effective communication with current subscribers; overseeing the editing and maintenance of the IRIS databases, ensuring their currency and accuracy, and evaluating recommendations to expand coverage where needed; identifies opportunities to expand IRIS capabilities to other potential revenue-producing ventures. The Coordinator represents the University Library and the IRIS service at related professional meetings (e.g., NCURA – National Council of University Research Administrators). The IRIS Coordinator reports within the Office of Library IT, and works in close relationship with the Head of the Library Systems Office, and the Associate University Librarian for IT to determine the most effective technology solutions to support the IRIS service as well as a robust business plan. The Coordinator also works with the Library Business Office on the preparation and administration of subscription invoices and budgets.

Terms of Appointment: Twelve month .50 FTE Visiting Assistant Professor of Library Administration 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); newly hired university employees are covered by the Medicare portion of Social Security, and are subject to its deduction.