POSITION ANNOUNCEMENT – University Housing/Residential Life Librarian
Department of Residential Life, University Housing

Our staff makes our halls a home.

We, the staff of the Department of Residential Life, have a vision for our work, “Learning, Growing, Mattering: for every person, on every floor, in every community.”

We are seeking an individual who can help provide leadership and resources for students residing in University Housing in creating and fostering communities that strive toward this vision. This includes supporting the academic mission of the university by developing environments conducive to student learning and academic success, respecting, appreciating, and advocating for the diversity of our student population, fostering collaboration with the University Library, and supporting the holistic development of all our students.

The eight Residence Hall Libraries were established to meet the informational, educational, cultural, and recreational needs of our students. The Residence Hall Library collection consists of 28,000 book titles, a large collection of DVDs, compact discs, popular magazines, and newspapers including an extensive diversity and social identity collection. The Librarian coordinates the administration and supervision of all libraries and library staff in the University Housing Library system. He or she serves as an information specialist within University Housing and Residential Life. The Librarian supervises two full time secretaries, 2 graduate assistants, math and science tutors, and 55 students.

Requirements for Candidacy

Educational
Master of Library Science (MLS) or Master of Library and Information Science (MLIS) from an ALA-accredited school or its degree equivalent, minimum of three years full time experience in a library environment, including administrative experience and experience managing multiple priorities while coordinating a diverse set of functions is required of all applicants.

Experiential
Preference will be given to candidates who possess:

- student affairs experience
- supervision experience
- demonstrated ability to copy catalog
- demonstrated ability to collaborate across multiple library environment
- knowledge of copyright law
- knowledge of integrated library system, in particular, Voyager
- strong desire to work with first and second year students
- significant work with undergraduate students
- understanding of and experience with implementing student-centered learning technologies
- the capacity to analyze and organize new information

The successful candidate will have strengths in many if not all of the above areas.
Contract and Salary
Full-time, twelve-month Academic Professional appointment. Start date is negotiable, but ideally by June 30, 2008. Salary will be commensurate with experience. Professional development funds for travel and individual training and development opportunities will also be available based on professional goals and departmental priorities.

University Benefits
Cumulative sick leave; group health, vision, dental and life insurance with options for domestic and married partners including dependents; full tuition and partial fee waiver for two units per semester (approximately 2 courses) with approval of supervisor; state retirement and other benefits for academic professionals. 24 vacation days per academic year, plus university holidays.

Application & Search Timeline
To receive full consideration, applications should be received by June 10, 2008. Applications will be reviewed as they are received, and screening interviews will take place via the phone as applications are received. Campus finalists will be invited in June 2008. We hope to fill the vacancy by June 16, 2008 with a start date of June 30, 2008, negotiable (no later than July 7, 2008).

Application Process
A cover letter of application, resume, e-mail address, and the names, addresses, email addresses (if available), and telephone numbers of three references (a current supervisor strongly preferred) should be sent to the following address. Academic credentials will be required at a later date.

Andi Callies
Assistant Director of Residential Life for Hall Staffing and Supervision
Search: University Housing/Residential Life Librarian
Department of Residential Life
1203 South Fourth Street, 300 Clark Hall
Champaign, Illinois 61820
(217) 333-0770
Fax: (217) 333-6343
reslifejobs@uiuc.edu

Candidate Website / Additional Information
We encourage all applicants to learn more about the Department, Housing, the University of Illinois and the Urbana-Champaign community by visiting our candidate website:
www.housing.uiuc.edu/employment/reslife

Information about our Residence Hall Libraries can be found at:
www.housing.uiuc.edu/living/library/

Student Affairs/University of Illinois at Urbana-Champaign
The University of Illinois is an Affirmative Action / Equal Opportunity Employer.
JOB DESCRIPTION - University Housing/Residential Life Librarian
Undergraduate Residence Halls, Department of Residential Life, University Housing

Education, Service to Students, and Student Development

All staff members in the Department of Residential Life, regardless of position, work toward realizing our Vision: Learning, Growing, Mattering: for every person, on every floor, in every community. Our work is for and about the students who live in our residence halls. Learning outcome goals of our efforts include:
• The ability for students to live and work independently;
• The ability for students to live and work interdependently within a group;
• The opportunity for students to explore who they are and how they relate to the world;
• The ability for students to make connections between classroom and out-of-class experiences as part of life-long learning.

GENERAL RESPONSIBILITIES
Administration and supervision of all libraries and library staff in the Housing Library. The Residence Hall Library collection consists of 20,000 book titles, 5,000 compact discs, a large DVD collection, popular magazines, and newspapers. Serve as an information specialist within University Housing and Residential Life. Supervise two full time secretaries, 2 graduate assistants, 10 tutors, and 48 students.

The Librarian will report to the Assistant Director of Residential Life / University Housing for Academic Programs.

SPECIFIC RESPONSIBILITIES

- Support academic mission of University Housing by organizing and staffing libraries in eight residential areas and a Professional Resource Center; providing book, magazine, newspaper, compact disc, and exam file collections; computers dedicated to the UIUC Library Gateway and to the Residence Hall Library System’s Online Catalog; a professional resource collection for staff programming and professional development.

- Prepare and manage budget for library system.

- Select, train, and supervise full-time library system secretaries and two graduate assistants.

- Select and supervise approximately 12 tutors for URH tutoring program.

- Help update procedural manuals annually.

- Hire, train, and supervise student library assistants in eight libraries in the undergraduate residence halls. Support the graduate assistants in conducting regular staff meetings, disciplining staff when required, and writing recommendations, as appropriate.

- Select and purchase library materials including books, CDs, magazines, DVDs, and newspapers; maintain bibliographic quality control of the library collection; supervise the technical processing of
newly acquired items; maintain and administer the Residence Hall Library System’s Online Catalog with the help of Housing’s Management System Office.

- Supervise preparing selected subject bibliographies of Residence Hall libraries’ holdings.
- Provide leadership in the integration of appropriate technologies into libraries to ensure relevance in students’ lives.
- Collaborate in the development of future learning centers.
- Develop information literacy programs, including areas of technology, for students that support and promote life long learning.
- Take inventories of the libraries’ holdings and weed collection.
- Conduct, assess and evaluate library programs.
- Market libraries and available services in appropriate ways.
- Make presentations about the Housing Library system to appropriate groups (RAs, GAs, professional staff) and others when requested.
- Work with U of I library staff to coordinate services.
- Serve as liaison to the University Library, the Career Center, McKinley Health Center and other appropriate campus units.
- Work with Housing Interior Design staff in designing, maintaining, and upgrading the library system’s physical facilities.
- Work with facilities maintenance and building service staff in each hall to provide clean, safe, comfortable library environment.
- Other duties as required.