ACADEMIC VACANCY

POSITION:
Assistant Professor of Library Science/Head of Cataloging

RESPONSIBILITIES:
The Head of Cataloging reports to the Assistant Dean of Technical, Web and IT Services and has overall responsibility for planning and coordinating the original and copy cataloging of library materials in all formats; perform original cataloging, subject analysis, classification of print, non-print, and electronic resources using MARC or non-MARC metadata standards; maintenance and quality control of the Library’s online catalog; manage and develop support staff. Participate fully in scholarship, and provide service to the University and the community. Perform collection development as a library liaison. The position demands administrative and bibliographic skills as well as the ability to communicate effectively with faculty and staff. The incumbent is expected to demonstrate initiative and to assume a strong leadership position in establishing sound procedures for all operations of the department.

QUALIFICATIONS:
MLS degree from an ALA-accredited program; second master’s degree in an appropriate subject is desirable. Must be self-motivated, service oriented, and able to work successfully in a collegial environment. Cataloging experience in an academic library, and familiarity with, SirsiDynix system, LC authority files, MARC formats, and cataloging procedures are required. Administrative and supervisory experience is highly desirable.

ADMINISTRATIVE UNIT:
The University of Louisiana at Lafayette is one of eight publicly supported universities in the University of Louisiana System. The University, the largest in the UL System, is a Carnegie Research University with high research activity. The University consists of eight degree-granting colleges and the Graduate School. The University’s enrollment is approximately 17,000 and it employs over 600 full-time faculty members. At present the University offers 78 undergraduate degrees, 28 master’s degree programs and 9 doctorates. Additional information about UL Lafayette is available at www.louisiana.edu/AboutUs. The University Library has a faculty of 17 and a support staff of 34. Additional information about the Library is available at http://library.louisiana.edu/.

SALARY:
Tenure track appointment at rank of assistant or associate professor. Salary negotiable, depending upon experience and qualifications. Faculty rank, status, and benefits.

STARTING DATE:
Negotiable, but anticipated for January 1, 2014.

APPLICATIONS:
Letter of application, résumé, and the names and contact information of five references must be received at the University of Louisiana at Lafayette by October 1, 2013, or until position is filled, and should be directed to:
Dr. Charles W. Triche, III
Dean of University Libraries
University of Louisiana at Lafayette
PO Box 40199
Lafayette, Louisiana 70504 or ctriche@louisiana.edu
AA/EOE

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