



Robert W. WOODRUFF LIBRARY

Atlanta University Center

Clark Atlanta University • Interdenominational Theological Center • Morehouse College • Spelman College

POSITION ANNOUNCEMENT

JOB TITLE: Collection Development Coordinator

The Robert W. Woodruff Library of the Atlanta University Center is an organization undergoing dynamic transformation. Our strategic direction toward building a 21st century learning community includes the strengthening of our digital and information technology initiatives. Our uniqueness among academic libraries is our service to four historically black institutions in the Atlanta University Center – Clark Atlanta University, Morehouse College, Spelman College, and the Interdenominational Theological Center. The Library serves nearly 10,000 undergraduate and graduate students and has a collection of more than 1 million items in various formats including an archival research center rich in African American materials. The Library is a member of ARCHE, LYRASIS, OCLC, HBCU Library Alliance, and a participant of the Georgia state network, GALILEO

The Robert W. Woodruff Library of the Atlanta University Center is searching for a Collection Development Coordinator. This position requires a high energy individual that will set the strategy, recommend policy, plan, implement, and assess collection development activities, including working collaboratively with Library subject liaisons, departmental faculty, and consortial partners in the metro Atlanta area. This position is a non-tenure/non-faculty position and reports to the Deputy Director.

The successful candidate will develop and coordinate planned collection development activities including assessment, selection and de-selection of print, non-print, and electronic resources, and gifts in all subject areas. The individual in this position will manage the materials budget and allocate money to subject funds; review trends in resource pricing; make recommendations to library administration for budget adjustments; and participate in activities in support of accreditation at the institutional and departmental levels. Serving as liaison to academic program/departments the candidate will provide outreach to faculty, including, the acquisition of resources in subject areas supporting the curriculum and research needs of the member institutions. Coordinator will also provide reference and research services to the students and faculty members of the general AUC community, and collaborate with the Archives Research Center on management of special collections. The successful candidate will work with vendors to establish appropriate profiles for acquisition of resources; identify and develop appropriate collection reports and provide analysis. The Coordinator serves as the Chair of the Collection Development Committee and may teach in the library's instruction program for students and faculty.

Requirements:

- Graduate degree in library science from an ALA accredited program required.
- Experience working with an integrated library system required; experience working with the ExLibris Voyager system preferred.

- Minimum of 2 years experience in an academic library performing collection development and/or acquisitions responsibilities
- Demonstrated knowledge of current and emerging trends, issues, and best practices in academic library collection development, scholarly communications, and assessment
- Project management experience

- Demonstrated commitment to working in a culturally diverse environment
- Familiarity with copyright issues
- Supervisory experience desirable
- Excellent oral and written communication skills
- Excellent organizational and analytical skills

SALARY & BENEFITS: Salary commensurate with experience; benefits include medical, dental, vision, life, company paid disability plans, company match retirement plan (TIAA-CREF), 24 vacation days, 12 sick days and 2 weeks holiday break.

APPLICATION PROCEDURE:

Interested applicants should submit a letter of application and resume online to the Human Resources Department at careers@uctr.edu. Please include three professional references and salary requirements.