ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION: Electronic Resources Librarian

DEPARTMENT: Walsh Library, Rose Hill

RESPONSIBILITIES:

- Provides ongoing maintenance of databases to ensure continued access throughout the life cycle; checks search capabilities and website display; claims broken links or missing content; assists in annual renewals,
- Resolves database access problems; provides technical support to users and responds to help desk requests,
- Collects COUNTER-compliant usage statistics for all licensed e-resources to support retention & renewal decisions and creation of annual ACRL and IPEDS reports; maintains detailed information on statistics access (links, passwords, contacts),
- Manages the Electronic Resources Management System (SerialsSolutions), including knowledge base management, overlap analysis, link resolver configuration, and URL customizations,
- Ensures secure remote access to databases by providing EZ Proxy configurations to EIC network manager and troubleshooting setup problems with publishers when necessary,
- Administrators publisher admin areas with login credentials, contacts, IPs, branding, and other customizations,
- Maintains awareness of emerging technologies, standards, and technical issues relating to electronic resources; contributes to the professional dialog to improve service and enhance access to library resources,
- Uses a variety of productivity tools (including MS Excel, Word, Access, Google Docs, and LibGuides) to organize and administer electronic resources,
- Assists in other tasks and special projects related to online resources as delegated by supervisor; this requires multitasking skills for changing workflow priorities.

QUALIFICATIONS:

- American Library Association accredited Master’s Degree
- Minimum 2 years’ experience in an academic library, preferably e-resources experience
- Experience with the technical procedures of acquiring and maintaining library e-resources
- Excellent communication skills working with faculty, students, vendors, and colleagues
- Experience with an integrated library system (SirsiDynix Symphony preferred); discovery service (EDS preferred); link resolver (Serials Solutions preferred); and LibGuides
- Familiarity with standards, best practices, and trends in the field
- Extremely self-motivated with initiative and demonstrated ability to work independently, collaboratively, and proactively
- Maintaining concentration for extended periods at computer in an open-plan office
- Very detailed oriented with analytical and quantitative skills
- Ability to adapt to change; to plan, implement and assess projects and priorities

SALARY: Commensurate with experience

STARTING DATE: 09.04.18

Send Cover Letter and CV to: Lynn Parliman
Head of Serials & Electronic Resources
parliman@fordham.edu

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