ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: 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 electronic resources and creates annual 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 remote access to databases by providing EZ Proxy configurations to EIC network manager and troubleshooting setup problems with publishers when necessary.
- Administers 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 necessary

QUALIFICATIONS:
- American Library Association accredited Master’s Degree
- Minimum 2 years’ experience in an academic library
- Experience with the technical procedures of acquiring and maintaining library 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
- Initiative and demonstrated ability to work both independently and collaboratively
- Very detailed oriented with analytical and quantitative skills preferred

SALARY: Commensurate with experience

START DATE: 11.6.17

HOURS: M-F 9:00 AM-5:00 PM

SEND LETTER & RESUME: Lynn Parliman (parliman@fordham.edu)
(NO PHONE CALLS PLEASE)
Head of Serials & Electronic Resources
parliman@fordham.edu

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