

Assistant Business Services Librarian
Revision dated: July 17, 2008

The Hesburgh Libraries seek a dynamic Assistant Business Services Librarian with a user-centered focus to participate in the delivery of business information, instructional, reference and research services to the nationally-recognized Mendoza College of Business (MCoB) and the University of Notre Dame.

COMPETENCIES: A successful candidate possesses the following characteristics and experiences:

- Experience with directing and supervising exempt and/or non-exempt level staff.
- Experience developing and teaching interactive instruction that demonstrates a knowledge of curriculum development and differing learning styles
- Demonstrated experience using and teaching non-bibliographic resources, such as *Mintel*, *National Consumers Studies*, *MRI+*, and *Ad\$ponder*
- In-depth knowledge of commercial and academic business databases such as *Factiva*, *Business Source Premier*, *Lexis/Nexis Academic*, *Bloomberg*, and *Business & Company Resource Center*.
- Experience with data and GIS related information sources such as *Datastream*, *PCensus*, and *SimplyMaps*
- Familiarity with collection and services assessment implementation and analysis
- Prefers team-based, collaborative work environment
- Embraces challenges as exciting opportunities for change and improvement within a College with aspirations to be among the top 20 Business programs
- Demonstrates excellent verbal and written communication skills

RESPONSIBILITIES: Provide business reference and information services in the Thomas Mahaffey Jr. Business Information Center (BIC), a branch of the Hesburgh Libraries, and to the University of Notre Dame community, in particular to the Mendoza College of Business; Supervises the Branch Supervisor and two Technical Support Consultant/Analysts.

One of two business librarians responsible for developing and fostering relationships with the Mendoza College faculty, students and staff with liaison responsibilities toward the Mendoza undergraduate, MBA, Executive Education, M.S. in Accountancy and Masters in Not-for Profit Administration programs and participate in the BIC's assessment and benchmarking efforts.

Coordinate and collaborate with the Business Services Librarian and others in selecting and acquiring accounting, finance, marketing, and management-related resources and databases. Participate as a member of the Business Team in planning BIC directions and activities.

As a collaborative team member, this individual will be responsible for creating, marketing and delivering a range of business information products and services to BIC's target customers. These responsibilities include supporting Faculty teaching and research, designing and teaching instructional classes such as Competitive Intelligence and Business Information, and providing in-person and online consultation and

reference services, sometimes during weekend and evening hours. All of this is accomplished through an integrated and creative outreach in multiple virtual spaces in which the students and faculty engage.

The successful candidate will help achieve the BIC and Libraries' vision to advance discovery and encourage the growth of knowledge, anticipate and meet the information needs of the University's diverse community - at any time and in any place - and prepare students for success in life as information smart global citizens and leaders.

Working closely with library faculty and staff, teaching and research faculty, and other University staff shapes, plans, and assesses a robust, creative, and effective library instruction program for Business education.

Committed to a customer-centered service model that is responsive and anticipates the distinctive needs of Notre Dame faculty, students, and alumni contributing to the strategic direction and initiatives of the Mahaffey Business Information Center and the Hesburgh Libraries.

Assists and instructs users in a wide array of digital and print business resources.

Delivers and assesses user education services including teaching classes, conducting research consultation sessions, preparing course-specific materials, and providing tours and orientations.

Committed to being involved in library and university-wide committees and activities, and demonstrated commitment to professional organizations and professional development activities.

Assumes other responsibilities as assigned; performs other duties as required.

As a member of the library faculty, this individual is expected to serve the University and the libraries on various committees and teams, contribute to the profession, and engage in professional development

REQUIRED QUALIFICATIONS: A master's degree in Library Science (ALA accredited or equivalent); three years of professional experience in an academic or business information setting; an undergraduate or graduate degree in business, economics, or social sciences; excellent interpersonal, organizational, communication and presentation skills; ability to interact and work effectively with a diverse range of people including graduate students, undergraduate students, faculty, staff and librarians; strong and positive customer service orientation; Enthusiasm for new methods of disseminating information; demonstrated interest in the application of current and emerging technologies to meet the changing needs of users; knowledge of and/or experience in business librarianship especially with print and electronic business and economic information and services; experience with business application software including MS Excel and MS Word; ability to work independently and as a team member in a dynamic environment and on a variety of simultaneous projects; and supervisory experience.

DESIRED QUALIFICATIONS: some teaching experience; experience conducting library presentations and teaching in an academic environment with a demonstrated commitment to user instruction and to consultation with users on their information management needs; an undergraduate or graduate degree in business degree in accountancy, finance, management or marketing; supervisory experience with exempt and/or non-exempt employees; and experience with numeric datasets and/or GIS.

SALARY AND BENEFITS: Salary and rank commensurate with experience and qualifications, with a minimum of \$45,000. Librarians are non-tenure track members of the faculty and earn 20 days of vacation annually, plus University holidays including the week between Christmas and New Year's Day. The University offers an excellent benefits package.

ENVIRONMENT: The University of Notre Dame is a highly selective national Catholic teaching and research university in northern Indiana about ninety miles from Chicago. Approximately 8,200 undergraduates and 3,100 graduate students pursue a broad range of studies. The Hesburgh Libraries <<http://www.library.nd.edu>> holds about 3 million volumes and provide access to more than 23,000 serials. The Libraries have 140 staff and 55 librarians. The Mendoza College of Business is a top ranked undergraduate business school with aspirations to be among the top 20 graduate business programs. The College has approximately 140 faculty, 1600 undergraduates and 779 graduate students in the Master in Accountancy, Master in Not-for-Profit Administration, MBA or Executive Education Programs. The Hesburgh Libraries are a member of the Academic Libraries of Indiana (ALI), the Association of Research Libraries (ARL), INCOLSA, the Michiana Academic Library Consortium (MALC), the Center for Research Libraries (CRL), and the North East Research Libraries (NERL).

The University of Notre Dame is an Equal Opportunity/Affirmative Action Employer strongly committed to diversity. We value qualified candidates who can bring to our community a variety of backgrounds.

APPLICATIONS: Electronic submission of application documents is strongly encouraged. To apply, send a letter of application, curriculum vitae, and names, addresses, phone numbers and email addresses of three references to:

Michelle Stenberg
Library Administrative Offices
221 Hesburgh Library
University of Notre Dame
Notre Dame, IN 46556
stenberg.2@nd.edu

Application deadline: Initial review of applications will begin on August 25, 2008, and will continue until a successful candidate is chosen.