

Latin American Studies Subject Librarian

We seek a knowledgeable, creative, and dynamic individual to be the Latin American Studies Librarian in the Hesburgh Libraries, University of Notre Dame.

Responsibilities:

The Latin American Studies faculty and courses are increasing at a rapid pace. The Subject Librarian will have responsibility for building basic reference collections in the area as well as crafting special collection strengths in nontraditional areas of Latin American Studies that are particularly focused on local faculty and student interests. The Subject Librarian will also be responsible for acquiring resources in all formats as appropriate and within budgetary limitations. The Notre Dame Libraries are partners in the SALALM Cooperative Collections with responsibility for Uruguayan publications and in the Center for Research Libraries LAMP and historical newspapers digitization projects.

The Latin American collections at Notre Dame are extensive and include a growing collection of manuscript materials. Familiarity with special collections procedures and practices is highly desirable as is a strong academic background in Latin American Studies.

The Latin American Studies Librarian will provide subject specific library instruction at the undergraduate, graduate and faculty levels as requested by faculty; advanced reference services, and serve as the Libraries' liaison to the relevant faculty and departments. The development of exhibits in cooperation with Special Collections and the Library Exhibits Coordinator are a public service arm of the Libraries and, as such, are critical to publicizing the Libraries new collections and services for that segment of campus.

Communication with faculty and graduate students on a regular basis is critical to the success of this position.

The Latin American Studies Librarian will work with the Head, Monograph Acquisitions, the Head, Serials Unit, and the Head, Cataloging Department to establish functional methods of acquiring and making accessible Latin American, Caribbean and Iberian materials, using the most efficient and cost effective ways of acquiring and making available a variety of formats and types of publications. This process may include shelf ready acquisitions when possible, using the OCLC Selection and Cataloging Partners programs as well as seeking to find local student or temporary employees to carry out the function as necessary.

As a member of the Collection Development Department, the incumbent will participate in Department activities and programs and will report to the Head, Collection Development Department.

As a member of the Library Faculty, participates in faculty and professional activities in the University Libraries, within the University, and in library or professional organizations. Each Library faculty member engages in professional development including scholarship and service to the profession with a commitment to continuing growth and development as well as contributing to the profession's growth through scholarship in librarianship, information science, or other relevant fields. Each Library faculty member helps to shape future library services by participating in library-wide planning teams, through individual collaboration throughout the Libraries, and by leading and participating in development projects.

Qualifications:

Master's degree from an ALA-accredited program, or equivalent; 3 years relevant professional experience; strong collection development background, strong oral and written communication skills, ability to approach the position creatively and to develop both tradition and non-traditional approaches to collection development. Ability and desire to work within a collegially cooperative environment and to contribute to the Libraries' priorities, strategies and accomplishments are critical qualities for the success of this appointment.

Must have strong Spanish and adequate Portuguese language facility; knowledge of the relevant publishing industries and trends in scholarly communication.

Must be well versed in applications of technology to provide specific services in the area

Ability to work with relevant teams to develop grant applications and to seek creative funding opportunities in cooperation with University and Library agendas in support of Latin American Studies.

Salary and Benefits:

Minimum beginning salary \$44,000. Appointment salary and rank are competitive, commensurate with experience and qualifications. Librarians are non-tenured track members of the Library Faculty. The University offers an excellent benefits and annual vacation 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 University Libraries <<http://www.library.nd.edu>> hold about 3 million volumes and provide access to more than 23,000 serials. The Libraries have 140 staff and 55 librarians. The Libraries is a member of the Academic Libraries of Indiana (ALI), ARL,

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

Applications:

To apply, please include a letter, curriculum vitae and the names, addresses, phone numbers and email addresses of **three** references. Electronic submission of applications is strongly encouraged. Send all application documents to: mstenber@nd.edu

Michelle Stenberg
Library Administrative Offices
221 Hesburgh Library
Notre Dame, IN 46556

The review of applications will begin on Monday, October 4, 2010 and will continue until a candidate is chosen.

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