POSITION VACANCY ANNOUNCEMENT

POSITION: Latin American & Caribbean Collection (LACC) Digital Initiatives Librarian

RANK: Assistant University Librarian or Associate University Librarian

REPORTS TO: Program Director and Curator of the Panama Canal Museum Collection

SALARY: $62,850 minimum salary at the Assistant University Librarian rank
$72,638 minimum salary at the Associate University Librarian rank
Actual salary will reflect selected professional’s experience and credentials

REQUISITION #: 78988

DEADLINE DATE: September 17, 2021 - applications will be reviewed as received

JOB SUMMARY

The LACC Digital Initiatives Librarian is a year-round (12 month) tenure track library faculty position that provides leadership in planning, developing, and managing distinctive digital and post-custodial collections and services for the Latin American and Caribbean Collection. The LACC Digital Initiatives Librarian will conduct outreach to engage the campus and broader communities with digital initiatives and will develop strategies to increase the visibility and usability of Latin American, Caribbean, and Latinx digital content in support of the University’s research and education mission. The LACC Digital Initiatives Librarian will initiate, develop, and lead strategic digital initiatives that enhance global access to historical materials, including current international initiatives to digitize Cuban, Puerto Rican and other Caribbean materials.

The LACC Digital Initiatives Librarian will identify funding sources and develop proposals for digital projects, programs, and ongoing operations. The LACC Digital Initiatives Librarian will represent the George A. Smathers Libraries in partnerships, consortia, and professional organizations relating to Latin American and Caribbean digital collections.

The library encourages staff participation in reaching management decisions and consequently the LACC Digital Initiatives Librarian will serve on various committees and teams. To support all colleagues, students and faculty, and foster excellence in a diverse and collaborative society, the LACC Digital Initiatives Librarian will bring culturally rich lived experiences to work with individuals of diverse backgrounds, experiences, races, ethnicities, genders, sexual orientation, and perspectives. The LACC Digital Initiatives Librarian will pursue professional development
opportunities, including research, publication, and professional service activities to meet library-wide criteria for tenure and promotion.

RESPONSIBILITIES

- Sets strategic goals and identifies priorities for digital and post-custodial collection development and digital services relating to Latin America, the Caribbean, and the Latinx diaspora
- Leads the creation, maintenance, and stewardship of digitized and born-digital resources in UF Digital Collections (UFDC) and the Digital Library of the Caribbean (dLOC) relating to Latin America, the Caribbean, and the Latinx diaspora
- Leads and collaborates with colleagues in the Smathers Libraries on strategies, applications, and innovations relating to digital and post-custodial collection development, digital exhibits, and digital scholarship relating to Latin America and the Caribbean
- Collaborates with other LACC collection managers to identify unique, rare, or distinctive Latin American, Caribbean, and Latinx diaspora cultural heritage materials for digitization or ingestion in UFDC and dLOC
- Fosters and leads the development of effective partnerships and collaborations in digital and post-custodial initiatives and digital scholarship, and serves as the primary liaison for national and international partners, communicating effectively in English and Spanish
- Participates in fundraising activities, including identifying grant opportunities, maintaining donor relations, writing grant proposals, and successfully managing grant and gift projects
- Collaborates with personnel in the department and the Smathers Libraries responsible for collection development and curation, digital scholarship, metadata creation, digital library development, and data curation
- Liaises with faculty and students at the Center for Latin American Studies and with other UF units to support existing and emerging research and teaching needs
- Actively engages in diversity, equity and inclusion initiatives and creates a welcoming environment for all
- Participates in the ongoing evaluation and development of UFDC and dLOC to enhance the effectiveness of preservation, discovery, and access for digital resources related to Latin America, the Caribbean, and the Latinx diaspora
- Provides instruction, consultative services, and training for digital collections and LACC
- Leads and participates in outreach, promotion, and advocacy activities for the LACC, UFDC, and dLOC
- Performs scholarly research and provides service at the institutional and professional levels as related to assignment and in accordance with tenure and promotion criteria

QUALIFICATIONS

Research indicates that applicants from underrepresented groups are hesitant to apply for positions if they do not meet all the required and preferred qualifications.¹ We want to emphasize that the preferred qualifications are not required and that we are committed to helping our future colleague develop the preferred skills. Additionally, applicants are

encouraged to communicate how their work and other experiences satisfy the required qualifications in ways that may not be obvious.

**Required:**
- Master’s degree in Library or Information Science from an ALA-accredited (or foreign equivalent) program, or other advanced degree in a relevant field plus two years of experience working in a library, archival, or cultural heritage environment
- Appointment at the Associate University Librarian rank requires eight years of relevant, post graduate degree experience
- Demonstrated professional level proficiency in written and spoken Spanish and English
- Subject expertise in Latin American and/or Caribbean studies
- Record of including individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives in research, teaching, service, and other work
- Evidence of excellent interpersonal skills
- Ability to work both independently and collaboratively with faculty, students, administrators, and the general public
- Initiative, flexibility, and the ability to adapt and work creatively in a complex, rapidly changing academic environment
- Strong potential to meet the requirements for tenure and promotion outlined in the departmental by-laws

**Preferred:**
- Working knowledge of Portuguese and/or French languages
- Excellent planning, analytical and organizational skills
- Experience in grant writing, budget management, donor relations, and/or development
- Experience implementing and managing digital library and/or digital scholarship technologies
- Experience with outreach, reference, and/or instruction in an academic environment
- Experience with cataloging and metadata creation for print or archival materials
- Experience with post-custodial methods in the management of archival materials
- Experience with digital humanities/scholarship projects

**LATIN AMERICAN AND CARIBBEAN COLLECTION**
The LACC is one of the finest collections for the study of Latin American and the Caribbean. It contains approximately 500,000 volumes, 1,100 current / active serial titles, some 50,000 microforms, and a growing body of computer-based information and digital material. The LACC is a major contributor to the Digital Library of the Caribbean (dLOC), supports the study of Latin American and the Caribbean studies at the University of Florida and internationally, and is closely associated with the UF Center for Latin American Studies. The LACC is one of the few such collections in the United States that maintains its own reading room and specialized reference staff.

**SPECIAL AND AREA STUDIES COLLECTIONS**
The Special and Area Studies Collections Department stewards shared global heritage in support of the academic mission of the University of Florida. University of Florida’s historical collections related to Florida heritage, Latin America and the Caribbean, Anglo-American children’s literature, and Judaica related to the southeastern United States are exceptional among
academic libraries in North America. These holdings and the department’s activities reflect the preeminence of the University of Florida, the institution’s land-grant origins, and the state’s unique position as a hemispheric gateway. For more information about the collections, please visit: http://www.uflib.ufl.edu/spec/.

UNIVERSITY OF FLORIDA LIBRARIES
The libraries at the University of Florida form the largest information resource system in the state of Florida with seven libraries and three off-campus facilities. The George A. Smathers Libraries are comprised of six of the campus libraries, and all the off-site facilities. The only library outside of this system is the Lawton Chiles Legal Information Center at the Levin College of Law. The libraries hold over 6 million print volumes, 8.1 microfilms, 1.5 million e-books, 145,000 full-text electronic journals, over 1000 electronic databases, 1.3 million documents and 1.4 million maps and images. The libraries maintain partnerships and engages in a variety of collaborative, international projects while engaging with the UF community. We are a member of the Association of Research Libraries (ARL) and other regional library consortia. The library staff consists of more than 300 FTE librarians, technical/clerical staff and student assistants. The George A. Smathers Libraries are strong advocates for inclusion and intellectual freedom. The Libraries’ commitment to both is articulated in the Inclusion and Intellectual Freedom Statements.

UNIVERSITY OF FLORIDA
The University of Florida (UF) is the state of Florida’s preeminent university. The state's oldest and most comprehensive university, UF is among the nation’s most academically diverse public universities and won the 2018 Senator Paul Simon Award for Comprehensive Internationalization. UF is currently sixth among “Top Public Universities” in the U.S. News and World Report and second among Forbes “Best Value Public Colleges (2016). UF has a long history of established programs in international education, research, and service. It is one of only 17 public, land-grant universities that belong to the Association of American Universities. At UF we have some of the top faculty in the country. In addition to attracting over $900 million in research each year, they foster the uniquely collaborative environment that transforms potential into actual results. UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 50,000 students. The University of Florida seeks to address key challenges of our time, from COVID-19 to racism. For more information, please consult the UF homepage.

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY
The University of Florida is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information, and veteran status in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training. We are dedicated to the goal of building a broadly diverse and inclusive faculty and staff within a culturally diverse and pluralistic environment; we invite all qualified applicants including women, members of underrepresented groups, individuals with disabilities, and veterans. The University of Florida is a public institution and subject to all requirement under the Florida Sunshine and Public Records laws.
If an accommodation due to a hearing or speech disability is needed to apply for this position, please call 352-392-2477 or the Florida Relay System at 800-955-8771 (TDD).

**BENEFITS**

University benefits for this position include retirement plan options, insurance benefits, paid family leave (parental and medical), tuition fee waiver program, and employee assistance program, as well as paid time off and holidays. Gainesville, Florida, has no state or local income tax.

**GAINESVILLE COMMUNITY**

Gainesville and the surrounding community is home to approximately 257,000 people and both the University of Florida and Santa Fe College. The city is surrounded by more than 40 nature parks, including many spring-fed lakes and rivers, with many paved and unpaved trails for recreation. The city is just over an hour from the Gulf of Mexico and the Atlantic Ocean. Gainesville is an award winning and innovative city, friendly to both professionals and families. The Guide to Greater Gainesville combines award winning photography and compelling articles that capture all the reasons for calling Gainesville your next home. The City of Gainesville is a progressive municipality that seeks to promote racial equity. The area has numerous cultural institutions and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two-hour drive. Gainesville is an affordable city and area to live in – using a cost-of-living calculator you can compare cities across the United States. See how affordable Gainesville really is!

**APPLICATION PROCESS**

To apply, submit

- a cover letter detailing your interest in, and qualifications for this position
- your current resume or CV
- a list of three references including their contact information (telephone number and email address)
- a written statement regarding two or three priorities for the digital development of the LACC. Please provide your statement in both English and Spanish. Each one should be approximately 250 words

Apply by September 17, 2021 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at [Requisition #78988](#). Failure to submit the required documents may result in the application not being considered. If you have any questions or concerns about this process, please contact Bonnie Smith, George A. Smathers Libraries Human Resources Office.