POSITION VACANCY ANNOUNCEMENT

POSITION: Caribbean Partnerships Librarian

RANK: Assistant University Librarian or Associate University Librarian

REPORTS TO: Chair of the Digital Partnerships & Strategies Department

SALARY: $62,800 minimum salary at the Assistant University Librarian rank
       $72,600 minimum salary at the Associate University Librarian rank
       The Smathers Libraries offer a salary commensurate with experience and credentials

REQUISITION #: 521692

DEADLINE DATE: May 26, 2022 - review of applications will begin on May 12, 2022

JOB SUMMARY
The Caribbean Partnerships Librarian is a year-round (12 month) tenure track library faculty position that provides leadership in planning, developing, and managing partnerships and training programs for the Digital Library of the Caribbean (dLOC, www.dLOC.com). The Caribbean Partnerships Librarian will provide facilitated leadership for nearly 80 existing dLOC partners and engage with potential new partners. The Librarian will support and encourage collaboration with international, national, local, and diaspora communities to form sustainable, forward-thinking, and non-extractive partnerships. The Librarian will be a member of the senior leadership team for dLOC, to enable and facilitate program maintenance and sustainable growth.

The Librarian will maintain schedules and processes for relationship management as part of project portfolio management, which will include regular consultations with each partner, regular community meetings, and schedules for periodic updates to program resources. Because the Librarian will conduct annual check-ins with all partners across the year, strong project and partner management is critical. The Librarian will serve as editorial liaison and co-editor on handbooks and other partner resources, to ensure up-to-date, usable information and resources that best meet partner needs.

The creation of the Caribbean Partnerships Librarian represents a critical development in the history of dLOC and the role of the Smathers Libraries in supporting this community. Supported by a $2 million award by the Andrew W. Mellon Foundation, Revitalizing the Digital Library of the Caribbean (https://dloc.domains.uflib.ufl.edu/revitalizing/) will build and sustain dLOC in the years to come. The Librarian will work closely with the UF project team and serve as the project manager. As a member of the Digital Partnerships & Strategies Department, the Librarian joins a team whose functional responsibility spans many core areas and that is intentionally designed to create, sustain, and foster productive partnerships for shared goals.
The library encourages staff participation in reaching management decisions and consequently the Caribbean Partnerships 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 Caribbean Partnerships Librarian will bring culturally rich lived experiences to work with individuals of diverse backgrounds, experiences, races, ethnicities, genders, sexual orientation, and perspectives. The Caribbean Partnerships Librarian will pursue professional development opportunities, including research, publication, and professional service activities to meet library-wide criteria for tenure and promotion.

The Smathers Libraries is committed to creating a thoughtful, equitable, and inclusive culture that provides space for innovation and creativity. We support that commitment by offering a fulfilling work experience that allows for collaboration, growth, and development as well as shared perspectives.

**RESPONSIBILITIES**

- Collaborates with dLOC partners and international, national, local, and diaspora communities to form sustainable, forward-thinking, non-extractive programs for collection development and knowledge exchange.
- Serves as the first point of contact for all partnership inquiries, serving as liaison to connect with other team members to support partnership goals.
- Provides support and consults with partners and other program stakeholders. Conducts annual check-ins with individual partners.
- Plans and implements regular professional development opportunities for dLOC partners, drawing on expertise of community members as needed.
-Communicates effectively with stakeholders in written or spoken English and French or Spanish to achieve program goals.
-Facilitates regular meetings with dLOC partners to address needs, specific projects, and strategic planning in support of collection development and related activities.
-Engages with subject matter experts in the department regarding copyright, OER, digital publishing, and other core areas for partner services.
-Collaborates with relevant personnel across the Smathers Libraries responsible for related areas such as the Latin American and Caribbean Collection, digital collection development, conservation and preservation, and exhibits.
-Leads editing of training resource materials, working with experts at UF and in the dLOC community for creating and updating core resources.
-Co-facilitates the annual dLOC partners meeting and other partner events.
-Actively engages in diversity, equity, and inclusion initiatives and creates a welcoming environment for all.
-Leads and collaboratively supports partners in outreach, promotion, and advocacy activities for dLOC.
-Participates in grant projects and fundraising activities.
-Participates in the ongoing evaluation and development of 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 conditions for this position should not be the reason for qualified candidates to refrain from applying. Applicants are encouraged to apply even if they do not meet all the qualifications.

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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 a relevant field
- Two years of experience working in a collaborative community and partnerships environment [For appointment at the Associate University Librarian rank, eight years of relevant, post graduate degree experience is required]
- Demonstrated proficiency in written and spoken English and either French or Spanish
- Subject expertise in Caribbean Studies or directly related area
- Experience actively participating in or managing collaborative networks including diverse stakeholder groups
- Record of including individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives in research, teaching, service, and other work
- Experience teaching or training in online environments
- Excellent interpersonal skills
- Excellent planning, analytical and organizational skills
- Ability to work both independently and collaboratively
- 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:**
- Experience working in library, archival, or cultural heritage environments
- Experience in project portfolio management
- Experience working with digital publishing or content management platforms or tools
- Demonstrated knowledge of relationship and partnership management practices

**DIGITAL PARTNERSHIPS & STRATEGIES**
Digital Partnerships & Strategies Department provides leadership for digital partnerships between the Smathers Libraries and partners across the university, regionally, nationally, and internationally. DP&S provides program development and manages program operations for Scholarly Communications, the LibraryPress@UF, and the Institutional Repository (IR@UF), ensuring alignment with the Smathers Libraries’ Strategic Directions and support for the Libraries’ collaborative partnerships, initiatives, and programs. This includes projects associated with the UF Digital Collections (UFDC), Digital Library of the Caribbean (dLOC), the IR@UF and other digital collections and scholarship efforts hosted at UF, including support for digital scholarly publishing.

**UNIVERSITY OF FLORIDA LIBRARIES**
The libraries at the University of Florida form the largest academic information resource system in the state of Florida with seven libraries and two off-campus facilities. The [George A. Smathers Libraries](https://www.library.ufl.edu/) are comprised of six of the campus libraries, and the off-site facilities. In addition to this system, the [Lawton Chiles Legal Information Center](https://library.ufl.edu/law) is part of the Levin College of Law. The Libraries hold over 6.27 million print volumes, 1.5 million e-books, 145,000 full-text electronic journals, over 1000 electronic databases, 1.3 million documents, over 15 million digitized pages from the Libraries’ collections and 1.4 million maps and images. Distinctive holdings include the Isser and Rae Price Library of Judaica, Latin American and Caribbean Collection, Baldwin Library of Historical Children’s Literature and the P.K. Yonge Library of Florida History. 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. The Smathers Libraries will foster and maintain a culture that supports DEI, as values are foundational and permeates all aspects of our organization per Strategic Directions 4: Diversity, Equity, and Inclusion. Support for professional development is central to the Smathers Libraries. Supports include a formal mentoring program, a robust training program, release time for research and professional service, a comprehensive grants program, and funding for professional development travel.

THE 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 fifth 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. Stronger Together: Promoting Racial Justice through Awareness and Action provides UF faculty and staff with a series of educational offerings to help them better understand and address racism and bias and help promote racial justice at the individual, institutional, and systemic levels. For more information, please consult the UF homepage and the Office of the Chief Diversity Officer website.

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. The University of Florida provides ongoing guidelines and resources related to COVID-19, including free testing on campus.

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 accommodation due to a hearing or speech disability is needed to apply for this position, please call 352-392-2477 University of Florida Human Resources or the Florida Relay System at 800-955-8771 (TDD).
GAINESVILLE COMMUNITY
Gainesville and the surrounding community are 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.

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 (about 250 words) regarding your approach to managing collaborative projects.

Apply by May 26, 2022 (review of applicants will begin on May 12, 2022). Submit all application materials through the Jobs at UF online application system at Requisition 521692. 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 Joe Piazza, George A. Smathers Libraries Human Resources Office, at jpianza@ufl.edu.