

POSITION VACANCY ANNOUNCEMENT

POSITION: Political Science Librarian
RANK: Assistant University Librarian
REPORTS TO: Chair, Humanities and Social Sciences Library (Library West)
SALARY: \$57,604 minimum salary
The Smathers Libraries offer a salary commensurate with experience and credentials
JOB NO #: 522442
DEADLINE DATE: July 18, 2022 - applications will be reviewed as received

JOB SUMMARY

The Political Science Librarian is a year-round (12 month), tenure track library faculty position at the George A. Smathers Libraries at the University of Florida. The position supports the research and academic programs of the Department of Political Science as well as interdisciplinary programs supported by the College of Liberal Arts and Sciences. Responsibilities include analyzing the University's programs in political science, managing collections to support political science research and teaching, and collaborating with other faculty and staff to provide support in the broader area of the social sciences. This position provides specialized subject area reference services, research consultations, and library instruction.

The Smathers Libraries are 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. To support all colleagues, students, faculty, and staff and foster excellence in a diverse and collaborative society, the libraries are actively seeking candidates who bring culturally rich lived experiences to work with individuals of diverse backgrounds, experiences, races, ethnicities, genders, sexual orientations, and perspectives.

The library encourages broad participation in reaching decisions and consequently the Political Science Librarian will contribute to discussions and provide input, and serve on various committees and teams. The Political Science Librarian will pursue professional development opportunities, including research, publication, and professional service activities to meet library-wide criteria for tenure and promotion.

RESPONSIBILITIES

- Develops relationships and collaborates with appropriate academic faculty and students including those in the Department of Political Science and interdisciplinary programs supported by the College of Liberal Arts and Sciences. Collaborates with and supports affiliated centers and programs such as the Bob Graham Center for Public Service, Election Science Group, Florida Survey Research Center, and Centers for African, European, Jewish, and Latin American Studies, American Indian & Indigenous Studies, and the Graduate Certificate in Global Islamic Studies.
- Serves as the designated UF representative to the International Consortium for Political Science Research (ICPSR) and to the Florida Consortium for Political Research.
- Keeps informed of the development of academic programs and faculty interests to ensure that the Libraries' collections and services support curriculum and research needs and informs clientele about relevant Libraries' issues.
- Provides advanced reference and research consultation in support of political science studies, including the development of LibGuides and other online resources.
- Participates in outreach and instruction programs using traditional classroom and active learning methods and innovative educational technologies.
- Defines goals, establishes objectives, plans, and manages budgets, and coordinates collection development activities with other subject specialists and librarians, with respect to resources for political science studies and related collections.
- Analyzes the political science collection development program and activities, and provides reports, strategies, assessments, and studies or surveys as required for accreditation, strategic planning, and statistical reporting.
- Participates in the Humanities and Social Sciences general reference program.
- Facilitates access to political science data resources and statistical analysis tools in the social sciences.
- Actively engages in diversity, equity, and inclusion initiatives, supports diverse communities, and creates a welcoming environment for all.
- Pursues professional development opportunities including research, publication, grants, and professional service activities to meet library-wide criteria for tenure and promotion.

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 program, or advanced degree in political science or a related field with some library work experience.
- Bachelor's degree in political science or related social science discipline, or work experience in one of these subject areas.
- Familiarity with political science scholarly literature.
- Knowledge of quantitative and qualitative research methods.
- Ability to work both independently and collaboratively with faculty, students, administrators, and the public.

¹ Schmalings, K. B., Blume, A. W., & Baker, D. L. (2017). Characteristics of Faculty Position Advertisements Associated with Applicant Diversity. *Journal of Higher Education Theory & Practice*, 17(8), 10–17. Collier, D., & Zhang, C. (2016). Can We Reduce Bias in the Recruiting Process and Diversify Pools of Candidates by Using Different Types of Words in Job Descriptions? *Mohr, T. S.* (2014). Why Women Don't Apply for Jobs Unless They're 100% Qualified. *Harvard Business Review*, 25.

- Initiative, flexibility, and the ability to adapt and work creatively in a complex, rapidly-changing work environment.
- Evidence of competence in teaching, presentation, and/or training activities, integrating instructional technology when appropriate.
- Strong commitment to user-focused service.
- Record of including individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and/or perspectives in research, teaching, service, and other work.
- Evidence of excellent interpersonal skills including oral and written communication.
- Strong potential to meet the requirements for tenure and promotion outlined in the [departmental by-laws](#).

Preferred:

- Advanced degree in political science or related field.
- Work experience in a library supporting the social sciences.
- Experience in collection management.
- Experience with or coursework in classroom instruction.
- Expertise with statistical analysis, data visualization, and related tools.

HUMANITIES AND SOCIAL SCIENCES LIBRARY (LIBRARY WEST)

[Library West](#) is the largest branch library on the UF campus, with 16 faculty and 14 staff members, seating for 1,400 patrons, 1.7 million volumes of in-house materials, and over 200 public computers, including a wide variety of circulating A/V technology and equipment items. Pre-pandemic, Library West received over 1.4 million visitors annually. Renovated in 2006, the branch footprint expanded from 50,000 sq. ft. to 88,000 sq. ft. and offers 18 group study rooms, 1 accessibility studio, 1 video recording studio, 12 online proctored testing booths, faculty and graduate carrels as well as a limited-access floor for graduate students. One classroom, the Library Instruction Lab, is available with 19 computers for hands-on instruction. The Scott Nygren Digital Scholars Studio supports instruction and project collaboration for researchers in digital humanities. Within the branch, there are five functional units: Research Assistance, Instruction and Outreach, Collections Management, Collections Services, and User Services; these units are managed by coordinators who oversee the daily functions. Library West is also home to the Libraries Administration, Human Resources and Fiscal Services, Library Facilities Planning, and the Access and Resource Sharing unit, providing ILL and Reserves services for all branches. A Starbucks is located in the building, along with a newly renovated café area. [Organizational chart](#)

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. In addition to this system, the [Lawton Chiles Legal Information Center](#) is part of 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 as 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 [UF Screen, Test & Protect Program](#) provides guidelines and resources related to COVID-19.

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 requirements 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 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 (250 words) briefly describing your research interests and how those inform your professional practice as a librarian.

Apply by 11:55 pm (EST) on July 18, 2022 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at [Job Number 522442](#). 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 [Joseph Piazza](#), George A. Smathers Libraries Human Resources Office.