CUBAN HERITAGE COLLECTION LIBRARIAN

Reporting to the Chair, the Cuban Heritage Collection (CHC) Librarian works in collaboration with the Chair to develop the Collection’s and the Libraries’ resources on Cuba and its diaspora in all formats and across all material types. The Librarian also takes the lead on CHC’s research, instructional, and educational services in collaboration with the Special Collections and the Learning and Research Services departments within the University Libraries.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following. Other duties may be assigned.

Collection Development
- Selects and acquires resources about Cuba and its diaspora published in Cuba, the United States, and abroad
- Coordinates acquisitions and cataloging workflows with Libraries’ Acquisitions and Metadata & Discovery Services units
- Identifies e-resources such as websites, e-newsletters, and blogs for web archiving
- Manages annual acquisitions allocations and gift budgets
- Evaluates and makes recommendations on collection growth and space allocation
- Participates in fund raising and helps represent the Collection in community and professional activities
- May travel to identify and acquire materials for the Collection
- Dependent on background and expertise, act as area studies librarian and or subject librarian for a humanities discipline.

Public Services
- Identifies and pursues opportunities for partnerships at the University and beyond to maximize the use of CHC materials to support scholarly communications
- Working with the Digital Strategies team, expands digital scholarship by promoting the use of digital tools and resources in teaching and research
- Based on quantitative and qualitative assessment, makes recommendations for collection development, processing, preservation, and cataloging priorities to meet research demand and improve services
- Provides course-based and related instruction
- Coordinates CHC exhibitions (including digital) and public programs
- Provides orientations and in-depth research services to CHC patrons
- Oversees the Reading Room staff and services, including reference, paging, and requests for copies and digital reproductions
- Manages remote reference services and correspondence
- Serves as CHC’s lead for the Aeon system
Maintains and reports appropriate statistics on usage, reference, and instruction services

Implements library assessment as appropriate

Service
- Keeps abreast of relevant technology, literature, and studies for current awareness of trends, developments, and best practices in librarianship and archival processes
- Serves on/participates in Libraries and University organizations, committees, task forces, and teams as appropriate

MINIMUM QUALIFICATIONS

Required:
- ALA-accredited Master’s degree, an ALA approved overseas equivalent, or a Ph.D. in a relevant subject area with appropriate library experience.
- At least 2 years professional library experience, including at least one year of experience in a special collections environment.
- Scholarly knowledge of the history and culture of Cuba and its diaspora.
- Demonstrated ability to manage a collection budget and experience with approval plans.
- Experience in providing reference services to academic library patrons and ability to teach courses drawing on library materials.
- Proficiency in the use of bibliographic tools and resources.
- Familiarity with issues, trends, principles and practices in collection development and instruction.
- Excellent communication, interpersonal and organizational skills.
- Ability to assess objectives and operational requirements to develop and implement policies and procedures.
- Strong commitment to excellence in service.
- Ability to work independently as well as collaboratively.
- Demonstrated initiative and flexibility.
- Aptitude for accuracy and detail.

Preferred:
- Supervisory experience.
- Experience in project planning, management, and completion.

APPLICATIONS AND NOMINATIONS: Review of applications will begin immediately and continue until the position is filled. Applications and nominations will be accepted until a suitable candidate is selected. On-line applications should be submitted here and must include a letter of interest, curriculum vitae and the names of three references. The references will not be contacted before the appropriate time.

The University of Miami is an Equal Opportunity Affirmative Action Employer.
The University has a strong commitment to diversity and encourages applications from candidates of diverse cultural backgrounds.