

Social Sciences Librarian

The University of Oklahoma Libraries seeks to recruit a Social Sciences Librarian. The librarian serves as a library liaison to multiple academic departments in the social sciences, likely including (but not limited to) African & African American Studies, Anthropology, Communication, and Journalism and Mass Communication. The position develops relationships with these departments to promote library resources and services to their students, faculty and staff including: reference assistance, bibliographic searches, developing library guides, library instruction, collection development and other departmental needs. This position provides direct support for teaching, research, outreach, technology, programs and events in a welcoming and intellectually engaging learning environment. This position may also serve on library and campus committees and participate in scholarly associations related to the profession.

Position Responsibilities:

Liaison Duties

- Develops and maintains positive working relationships outside the library with administrators, library representatives, faculty, and students in academic and affiliated units for assigned subject areas. Meets and/or communicates regularly with administrators and library representatives.
- Communicates regularly with department faculty and students through email, departmental websites or other channels as appropriate. Attends departmental meetings of academic departments, schools, and colleges and/or holds regular office hours in academic departments, schools, and colleges if applicable.
- Establishes and sustains positive working relationships with all levels of staff – administrators, faculty, staff, and student employees – within the library.
- Develops and maintains working knowledge of scholarly communication and open access developments and trends as well as local, statewide, regional, and national initiatives in order to be able to consult with faculty and students and provide support for campus-level initiatives.
- Works with the Office of Open Initiatives and other librarians to identify, review, and promote open educational resources for teaching and research.
- Manages special projects or initiatives related to academic units as assigned.
- Develops and manages print and electronic collections in assigned areas in accordance with current collection management policies.
- Manages and reviews approval plan profiles on a regular basis.
- Works with disciplinary teams and the associate dean to prioritize purchases and coordinate collection management projects as necessary.
- Participates in library collection review projects.
- Performs regular assessment to maintain sustainable and usable collections for faculty and students.
- Works collaboratively with other library staff to support research data management and research impact initiatives that meet the needs of faculty and students, including developing and teaching workshops, creating online guides, and working on related projects in assigned disciplines.

- Provides research assistance to primary constituencies on the use of the library and related resources in-person or remotely.
- Collaborates with scholars on advanced research projects or digital scholarship projects as appropriate.
- Teaches instructional sessions within credit courses in assigned departments and/or works with individual students and small groups outside of credit courses as requested.
- Develops and provides specialized instruction on library and related resources and the literature of a field through classes, group training sessions, and workshops sponsored by the library or related organizations.
- Conducts tours and orientation sessions for new and prospective students, faculty, and other patrons.
- Develops and maintains subject and course guides and special topic guides for the library website and appropriate university websites and systems.
- Develops and maintains online tutorials for use within library and university online venues and in support of OU online learning initiatives.
- Contributes content for the library website.
- Compiles and submits activity reports and statistics for liaison activities related to research consultations, instructional activities, outreach programs, and other activities in a timely manner into the statistics system, ensuring accuracy and completeness. Creates reports related to activities as requested.
- Develops and maintains subject and interdisciplinary knowledge and knowledge of academic librarianship. Keeps abreast of new technologies/trends and how they may apply within academic libraries and to assigned disciplinary fields. Attends and participates in professional and scholarly conferences, workshops, and webinars.
- Performs special duties as assigned.

Campus Contributions & Professional Activity

- Participates in library and university committees and task forces related to primary job assignment as appropriate or assigned.
- Serves and participates at the local, state, regional, national and international level in professional and scholarly associations as appropriate to position and experience.
- Publishes and presents on professional and scholarly topics and research.
- Maintains up-to-date professional knowledge and skills by participating in appropriate professional development and continuing education activities in the library, on campus, and within the library profession.

Required Education and Experience:

- Master's degree any subject area
- 12 months of related academic experience.

Required Skills:

- Ability to work effectively with individuals of diverse backgrounds in a respectful, equitable and inclusive way.
- Demonstrated creative and innovative problem-solving skills, flexibility, and a strong commitment to service excellence.
- Ability to take initiative, be self-directed, and demonstrate a commitment to innovation and creativity.
- Strong organizational, project, and time management skills to lead or coordinate multiple projects, working with minimal supervision.
- Excellent oral and written communication.
- Ability to establish and sustain positive working relationships with all levels of personnel, including administrators, faculty, staff, and student employees.
- Demonstrated technological proficiency and capabilities working with personal computers and software, the Web, and library-relevant applications.

Preferred Qualifications:

- Graduate-level coursework or degree in a related field.
- Masters in Library & Information Studies.
- Understanding of the academic library's role in research, teaching and learning, and of current and emerging trends/issues related to scholarly communication, open access, open educational resources, information and data literacy, research data management, impact metrics, and digital scholarship.
- Understanding of the professional literature, research and data life cycles, research trends/methodologies/processes within specific disciplines, and the ability to use this understanding to serve faculty and students in a research library setting.
- Experience in teaching one-on-one and in classroom settings.
- Experience developing online subject guides, tutorials and/or web content for users.
- Experience with tools for statistical analysis and qualitative or quantitative research (e.g. SPSS, NVIVO).
- Evidence of and/or interest in participating in professional development and continuing education activities, professional and scholarly associations, and presenting and publishing on work-related topics.
- Record of accomplishment working in a team-based organization to achieve goals.

Applications

All applications must include a cover letter, resume and list of three professional references. Hiring will be contingent upon submission of academic transcripts. Interested individuals may review the full position description at libraries.ou.edu/jobs. To apply for this position, go to <https://jobs.ou.edu> and search for [job number 241533](#). Best consideration date for this position is 7/12/24.

About University Libraries

The University of Oklahoma Libraries' team consists of 15 faculty, 59 library and information professionals, 33 classified staff, as well as graduate and undergraduate assistants. Facilities include the Bizzell Memorial Library located in the heart of campus, Monnet Hall, hosting the Western History Collections, and three branch libraries: National Weather Center Library, Youngblood Energy Library, and Fine Arts Library. The Libraries also operates a large collections storage, processing, and receiving facility located five miles from the center of campus. Affiliated OU libraries, not within the administrative oversight of University Libraries, include: the Donald E. Pray Law Library on the Norman campus, Robert M. Bird Health Sciences Library on the Oklahoma City campus, and the Schusterman Library on the Tulsa campus.

The University of Oklahoma Libraries is the largest academic research library in the state of Oklahoma containing more than 5.6 million volumes (including over 2 million eBooks), over 300 databases, and 170,000 serials. Outstanding special collections include the History of Science Collections, with 100,000 volumes and the Western History Collections, with over 14,000 linear feet of archival collections and 80,000 volumes. Other noteworthy collections include the American School of Architecture Archives, the University Archives, the Chinese Literature Translation Archive, the Harry W. Bass Business History Collections, and the John and Mary Nichols Rare Books and Special Collections.

University Libraries maintains a robust program of course integrated instruction with librarians and subject specialists hosting over 250 instruction sessions for OU undergraduate and graduate courses annually. Additionally, Libraries personnel deliver expert services advancing impactful research and learning by providing over 50 research workshops and over 1,250 research consultations per year. Subject liaisons embedded within each OU department develop custom-tailored research programming to meet the unique needs of campus learners and scholars.

Open Access repositories and platforms hosted and managed by OU Libraries elevate the visibility and accessibility of university research. The SHAREOK repository provides open access to nearly 13,000 OU theses, dissertations, and faculty and staff publications. The Libraries additionally publishes and archives 10 open access journals covering a range of topics in the social science and humanities fields.

University Libraries is a member of the Association of Research Libraries, Center for Research Libraries, Coalition for Networked Information, Greater Western Libraries Alliance, Scholarly Publishing and Academic Resources, Council on Library and Information Resources, Digital Public Library of America, HathiTrust, Western Storage Trust, Library Publishing Coalition.

About the University

[The University of Oklahoma](#) serves the educational, cultural, economic, and healthcare needs of the state, region, and nation from three campuses: Norman, Health Sciences Center in Oklahoma City, and Tulsa Schusterman Center. The university is home to over 31,000 students, more than 3,500 faculty and 8,000 staff across all three campuses and is supported by a \$2 billion budget and an endowment of \$1.52 billion. In 2014, OU became the first public institution ever to rank #1 nationally in the recruitment of National Merit Scholars. The 277-acre Research Campus in Norman was named the No. 1 research campus in the nation by the Association of Research Parks in 2013.

The central campus and administrative offices of the University of Oklahoma are located in Norman, a city of more than 120,000 residents. Norman is often cited in “best places to live” rankings and is a culturally rich and vibrant community with outstanding schools, amenities, and a low cost of living. See visitnorman.com for more information about Norman. The state capital, Oklahoma City, is located 20 miles to the north. With over 1.35 million residents and a unique central plains heritage, the Oklahoma City metro is home to a diverse and lively array of arts, culture, dining, sports, and entertainment. For more information about Oklahoma City, see visitokc.com.

Why You Belong at the University of Oklahoma: The University of Oklahoma fosters an inclusive culture of respect and civility, belonging, and access, which are essential to our collective pursuit of excellence and our determination to change lives. The unique talents, perspectives, and experiences of our community enrich the learning, and working environment at OU, inspiring us to harness our innovation, creativity, and collaboration for the advancement of people everywhere.

Equal Employment Opportunity Statement

The University of Oklahoma, in compliance with all applicable federal and state laws and regulations, does not discriminate based on race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, housing, services in educational programs or activities, and health care services that the University operates or provides.