LIBRARY SPECIALIST II (Atlanta Campus)

Position and Responsibilities:

Ranked as the #4 Most Innovative University by U.S. News and World Report, Georgia State University has one of the fastest growing research profiles in the country and a proven commitment to the success of students from all backgrounds. The University Library is the center of Georgia State’s campus, both literally and figuratively with five Perimeter College Service Centers. We provide support for campus teaching, learning and research as well as a social space for the university community. The University Library supports the University’s goal to become a leading public research university by providing resources and services for teaching, learning and research, which enable discovery and the use of information and the creation of knowledge. The University Library will provide leadership to the University community in acquiring, facilitating, managing and curating scholarly information and will offer new and emerging technologies to support faculty and student research, teaching and learning.

Environment:

The University Library, Atlanta Campus, provides one of the most attractive, open, and inviting educational facilities in the Southeast. With over 1.3 million visitors in the past year, the Library is an integral part of the University community. The Library is engaged with the campus community, offering a modern, inviting, and centralized facility supporting both teaching and research with extensive collections and outstanding assistance. Its signature Link, a multilevel glass structure that overlooks downtown Atlanta, connects the Library’s two prominent buildings. CURVE (curve.gsu.edu), located in Library South, brings together students and expert researchers from all disciplines in a shared, hands-on, interactive space featuring cutting-edge hardware and software for data visualization and analysis. For additional information about the Georgia State University Library, visit library.gsu.edu.

Position Responsibilities:

The University Library is seeking to hire a Library Specialist II. The scope of responsibilities for this position include these essential duties, but is not limited to the following:

- Ensures accurate holdings information in the ALMA link resolver, LibGuides Database A-Z list, and DOOR knowledge bases. Performs routine maintenance, monthly access checking, and periodically inventories electronic journal subscription list for accuracy.
- Ensures integrity of acquisitions data within in ALMA by enriching payment and holdings data, and processing renewals, claims lapses, and gaps in the collection with vendors and publishers. Contacts publishers to restore or obtain special access as needed.
- Maintains and organizes physical copies of licensing records in file cabinet. Populates and maintains up to date licensing information in ALMA.
- Participates in library-wide communication and in appropriate meetings. Maintains flexibility and awareness of changes and needs in the department and library and contributes to the team effort by assuming other duties and responsibilities as assigned.
- Serves as a primary contact and resource person for the Library Help Desk Ticket system, identifying, analyzing, and resolving electronic resource access problems. Interacts with patrons and vendors to diagnose and resolve issues.
- Trains staff in new procedures, policies, and software, creating an atmosphere conducive to the development, productivity, and job satisfaction of staff members.
- Writes and processes routine and complex Analytics queries of data within the Integrated Library System to evaluate acquisitions and collection management activities. Assists in developing, evaluating, implementing, and maintaining acquisitions policies, procedures, and workflows.

Qualifications:

**Required**
Bachelor's degree and 4 years progressively specialized library experience, including 2 years in the assigned functional area; or a combination of education and experience.

**Preferred**
N/A

Applicants:
Applicants may apply by visiting [employment.gsu.edu](employment.gsu.edu). To be fully considered for this position all candidates at the time of submission must provide the following documents:
- A complete and accurate GSU application
- Resume
- Cover Letter

All offers of employment at Georgia State University are contingent upon clear results of a thorough background check.

*Georgia State University is an Equal Opportunity Employer and does not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.*