

Professional Position Posting

Korean Studies Librarian

(Temporary 2-Year Position)

Department:	Richard C. Rudolph East Asian Library
Rank & Salary:	Salary and appointment level based on experience and qualifications. <ul style="list-style-type: none">▪ Assistant Librarian II – III (\$48,504 – \$49,464)▪ Associate Librarian I – V (\$49,464 – \$62,220)
Position Availability:	Immediately

The UCLA Library seeks applications/nominations for the position of Korean Studies Librarian

Description of Institution:

One of ten University of California campuses, the University of California, Los Angeles (UCLA) is located in Westwood Village, approximately five miles from the Pacific Ocean near Santa Monica. Comprised of the College of Letters and Science and 11 professional schools, the 419-acre campus features 174 buildings, including the Center for Health Sciences. UCLA has more than 6,600 faculty and academic staff and approximately 26,000 employees overall. Founded in 1919, UCLA offers 118 undergraduate degree programs and 200 graduate programs and has more than 26,100 undergraduates and 11,900 graduate students. Academic excellence, faculty distinction, and a comprehensive curriculum are hallmarks of UCLA, which is a member of the Association of American Universities. Among the faculty are six Nobel Laureates, four National Medal of Science winners, eleven MacArthur Grant winners, and 46 Guggenheim Fellows. UCLA is California's largest university and is a model for public institutions of higher education. As the 10th largest employer in the region, UCLA generates almost \$9 in economic activity for every \$1 state taxpayers invest in UCLA and generates an annual \$6 billion economic impact on the greater Los Angeles region.

Description of UCLA Library and Department

Ranked among the top 10 academic research libraries in North America, the UCLA Library is comprised of 8 major libraries and 13 library wide departments and the Southern Regional Library Facility, the remote storage facility for the southern UC campuses, reporting to the University Librarian. In addition, there are 12 affiliated libraries and library units located on the campus. There are approximately 120 librarians on the campus, and the UCLA Library has a staff of approximately 350 and approximately 600 – 700 student employees. The Library has an organizational structure that includes the use of teams in conjunction with departments and units. The library collection consists of more than 8 million volumes and more than 78,000 current serial titles and an aggressively expanding electronic resources collection. The Library's annual budget is in excess of \$33.9 million; more than \$10 million supports the acquisition of print and digital material, and the library is part of the California Digital Library. The UCLA Library is a member of the Association of Research Libraries (ARL), the Coalition for Networked Information (CNI), the Center for Research Libraries (CRL), the Council on Library and Information Resources (CLIR), International Federation of Library Associations and Institutions (IFLA), and the Scholarly Publishing & Academic Resources Coalition (SPARC).

As a partner in the creation and dissemination of knowledge, the Richard C. Rudolph East Asian Library (EAL) supports world class research and instruction in the East Asian Studies programs by selecting, organizing, and making resources available. The Library is home for more than 673,000 volumes of Chinese, Japanese, and Korean language books, microforms, newspapers and serials in the humanities and social sciences. The EAL currently receives more than 3,000 serial titles annually and has access to over 20 licensed or purchased online databases. The East Asian collection is strong in Chinese archaeology, religion (especially Buddhism), folklore, pre-modern history and classical literature of both China and Japan, as well as Chinese and Japanese fine arts. The Library's Korean collection, developed since 1985, has strengths in the areas of history, literature, and religion. Special efforts have been made in recent years to strengthen Chinese and Japanese local historical materials and Chinese statistical yearbooks and to develop a multimedia collection of East Asian films and selected television programs in Chinese, Japanese, and Korean. The library ranks in the top ten East Asian academic research libraries in North America. The UCLA EAL currently has a staff of 3 FTE librarians, 4.75 FTE library assistants, and a number of student assistants.

Position Duties

Under the general direction of the Head of the East Asian Library, the incumbent is responsible for the following duties:

Engagement & Liaison

- Actively engages with faculty, students, and staff in UCLA's Department of Asian Languages & Cultures, the International Institute, the Asia Institute, the Center for Korean Studies, the Center for Buddhism Studies, and other units related to Korean studies.
- Analyzes trends in departmental teaching and research programs, stays abreast of scholarship in the disciplines, and uses this knowledge to good effect in responding to faculty and student needs.
- Assesses user needs to develop and maintain high-quality services and collections, and promotes collections and services offered at the UCLA Library.

Teaching, Instruction & Collaboration

- Engages with faculty members as partners in programmatically integrating information literacy concepts and skills into the curriculum.
- Serves as the subject specialist for Korean Studies to provide in-depth reference and research guidance to faculty and students.
- Develops and delivers library general instruction or course-specific instruction to support teaching and learning related to Korean Studies.
- Collaborates in the design, implementation, and maintenance of online tools and services that meet the needs of discipline/interdisciplinary research communities.
- Collaborates with faculty and other librarians to develop digital projects, research initiatives, and curricular/teaching activities, and exhibitions, events, and programs in the newly renovated spaces in the Young Research Library.

Collection Development & Services

- Systematically selects materials in all formats and languages to serve the current and future research, teaching, and learning needs of Korean Studies faculty and students.
- Builds on collections of distinction that may also serve regional, national and international users.
- Collaborates with UCLA's Asian-American Studies Center Librarian and with the Curator for the Collecting Los Angeles program who are developing collections related to Korean-American communities in Southern California.
- Establishes and maintains good relationships with book dealers, electronic content providers, institutions interested in Korean Studies, and donors.
- Manages collection funds efficiently, effectively and in a timely manner.
- Strategically assesses and makes decisions regarding the acquisition, retention and preservation of collections.
- Supervises a full-time library assistant and students who provide collection management and copy cataloging/processing support.
- Works proactively with Cataloging and Metadata, access services, and Library Special Collections staff on appropriate arrangement, description, cataloging and provision of access to traditional collections and electronic resources.

Professional Engagement

- Participates in and contributes to local, regional, national and international professional organizations and attends conferences and classes to maintain knowledge of changing technologies and developments in collection and reference.
- Participates actively in area-specific UC-systemwide and other consortial activities, such as the Korean Collection Consortium of North America.

Required Qualifications

- ALA-accredited Master's Degree in Library or Information Science OR significant graduate-level coursework toward such a degree OR equivalent education and experience (subject expertise combined with professional library education and/or experience).
- Graduate-level study, or equivalent professional experience, in a field directly relevant to East Asian Studies.
- Research-level knowledge of Korean Studies and scholarship.
- A thorough understanding of research needs and the organization of scholarly materials in the humanities and social sciences.
- Experience with teaching in a library or academic setting.
- Fluency in Korean, and strong reading knowledge of Chinese or Japanese.
- Excellent written and verbal communication skills in English and effective interpersonal skills.
- Ability to work with staff, students and faculty from diverse cultural backgrounds and in a dynamic and complex environment within a large organization.
- Demonstrated commitment to professional issues, demonstrated through strong interest in local or national committee work, research, publication, etc.
- Ability to follow directions from supervisors (and to provide clear directions to staff and student employees).
- Ability to get to work reliably and on time and to be present in the workplace during normal working hours

Desired Qualifications

- Experience in selecting and managing research collections in a university library.
- Knowledge of current trends in information technology as they apply to collection development and management, as well as the provision of reference and research services in the humanities and social sciences.
- Experience with the design, provision and evaluation of research instruction for upper-division undergraduates and graduate students.
- Experience in creating content for subject- and course-related web pages and guides.
- Graduate degree in East Asian Studies.

General Information

Professional librarians at UCLA are academic appointees. Librarians at UCLA are represented by an exclusive bargaining agent, University Council – American Federation of Teachers (UC-AFT). They are entitled to appropriate professional leave, two days per month of vacation leave, one day per month of sick leave, and all other benefits granted to non-faculty academic personnel. The University has an excellent retirement system and sponsors a variety of group health, dental, vision, and life insurance plans in addition to other benefits. Relocation assistance provided.

Appointees to the librarian series at UCLA shall have professional backgrounds which demonstrate a high degree of creativity, teamwork, and flexibility. Such background will usually include a professional degree from an accredited library and information science graduate program. In addition to professional competence and quality of services within the library in the primary job, advancement in the librarian series requires professional involvement and contributions outside the library, University and community service, and scholarly activities. Candidates must show evidence or promise of such contribution.

Application Procedures

Anyone wishing to be considered for this position should apply to Jenifer Abramson, Assistant Director of Academic Human Resources, UCLA Library, Library Human Resources, 22478 Charles E. Young Research Library, Box 951575, Los Angeles, CA, 90095-1575. E-mail applications encouraged and can be sent to <jobs-hr@library.ucla.edu>. Applications should include:

- a cover letter describing qualifications and experience;
- a current resume/vita detailing education and relevant experience; and
- the names and addresses for at least three professional references, including a current or previous supervisor.

Candidates applying by January 30, 2012 will be given first consideration. UCLA welcomes and encourages diversity and seeks applications and nominations from women and minorities. UCLA seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the people of California, to maintain the excellence of the university, and to offer our students richly varied disciplines, perspectives, and ways of knowing and learning.

UCLA is an Equal Opportunity/Affirmative Action/ADA-compliant employer. Under federal law, the University of California may employ only individuals who are legally authorized to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986. Employment is contingent upon completion of satisfactory background investigation.

**Visit the UCLA Library Employment Opportunities Website at
<<http://www.library.ucla.edu/about/employment.cfm>>.**