

**HEAD OF REFERENCE AND RESEARCH SERVICES /
SUBJECT LIAISON FOR ISLAMIC and SOUTH ASIAN STUDIES**

As Head of Reference and Research Services he/she will supervise and coordinate system wide services and resources. Coordinate consultation and reference services among the campus libraries, as well as managing such services in the Central Library. This position also will supervise services provided at two service desks in the Central Library, and the on-line ASK US service.

As subject liaison, she/he will provide professional research instruction and information consultation services for the interdisciplinary program in Islamic Studies at Vanderbilt University. This position will work with students and faculty in a variety of schools and departments across the university, but particularly with undergraduates and graduate students in the College of Arts & Science. An understanding of disciplinary research and teaching methods, and appropriate language skills are expected. An ability to teach research methods and knowledge of disciplinary databases and resources is essential.

- Provide one-on-one consultation services as well as classroom instruction sessions as requested by faculty in undergraduate and graduate level courses.
- Develop customized course-integrated research, database and resource guides for Islamic Studies and other related disciplines.
- Create and maintain research guides and other related web pages.
- Manage collection development and maintenance activities in the subject areas for which the position is responsible.
- Works closely with relevant departments and centers to develop new initiatives and projects.
- Plan, develop and deliver courses, workshops and orientations for students and faculty.
- Coordinates activities with Order Services and metadata department for cataloging of materials to support faculty teaching and research in a variety of non-Roman language materials. Language facility would be particularly useful with Arabic, Hindi/Urdu and Farsi.

All professional staff members are expected to participate on library committees or other library strategic initiatives as an integral component of their responsibilities. These may vary in number and scope over time, but these are not add-ons or distractions from primary responsibilities, they are a substantive portion of the job responsibilities.

QUALIFICATIONS: The successful candidate will bring a combination of expertise and experience from both the academic discipline and library/information sciences. A graduate degree is expected, whether that is an advanced degree in a related discipline along with library experience, or an MLIS with a combination of relevant library and academic experience. At least two years of related professional experience is required, preferably with experience in teaching, outreach and/or experience in meeting the research needs of students and faculty in Islamic and/or south Asian studies. Fluency in Arabic, Hindi and/or Urdu is highly desirable. The ability to work in a highly collaborative setting, excellent communication and interpersonal skills, and a strong commitment to service are expected. A wide range of computer and technology skills are now required for library professionals, facility with the technologies and databases relevant to Islamic Studies and knowledge of current trends in library technology are required. Ability to work with a variety of departments across the university and the libraries is important.

ENVIRONMENT: This is an exciting time to be at Vanderbilt University. With an enrollment of over 12,000, Vanderbilt is ideally situated on a wooded campus in the heart of vibrant Nashville, Tennessee. The Jean and Alexander Heard Library System is an integral part of the intellectual and cultural life of the university and community. Our libraries are engaged in major initiatives within Vanderbilt, as well as nationally and internationally. In a Vanderbilt partnership with the Council of Library and Information Resources (CLIR), the Committee on Coherence at Scale for Higher Education is examining emerging national-scale digital projects which have the potential to help transform higher education. We are a sponsor and host institute of the Association of Research Libraries (ARL) Leadership Fellows. Our libraries have an exceptionally talented and dedicated staff of almost 200, an annual budget exceeding \$26 million, and hold over 3.7 million volumes. The Heard Library includes nine libraries, the campus course management system and the nationally acclaimed Vanderbilt Television News Archive. Our innovative digital exhibits programs have attracted national attention along with our Gold LEED Central Library renovation. Vanderbilt University is ranked among the nation's top 20 universities by U.S. News and World Report and has ten nationally-ranked schools and colleges. For more information, please see <http://www.vbe.proxy.library.vanderbilt.edu/virtualtour/>.

COMPENSATION: Salary commensurate with education and experience. Benefits are those applicable to exempt employees of Vanderbilt University, including health care insurance; retirement plan options; tuition discount program; and paid vacation, holiday, and sick leave.

APPLICATIONS received by February 1, 2015 will receive first consideration; interested individuals must apply to be considered. Please apply online at <http://www.vanderbilt.jobs>. Refer to Job Number 1414968. Include a letter of application, resume, and the names, addresses, e-mail addresses, and telephone numbers of three references. Background screens will be performed and education will be verified prior to employment. Please be prepared to provide required information and/or documentation.

Vanderbilt is an affirmative action, equal opportunity employer. Expressions of interest from members of underrepresented groups are encouraged.