University of Puerto Rico
Río Piedras Campus
SCHOOL OF ARCHITECTURE

TENURE-TRACK LIBRARIAN POSITION ANNOUNCEMENT

The School of Arquitecture, at the Río Piedras Campus of the University of Puerto Rico, is interested in recruiting for a tenure track Librarian position, effective on January 2, 2023.

Requirements:
1. Master's (MIS, MLIS, MLS) and/or Doctoral degree in Library Science or Information Science from an institution accredited by the *American Library Association*.
2. Approved course requirements and/or professional or paraprofessional experience in the application of the cataloging standards and practices of the *Library of Congress* RDA and/or the creation of metadata to be used in a Library of a School of Architecture.
3. Knowledge in cataloging consulting applicable to supporting areas of the School of Architecture such as the University of Puerto Rico Architecture and Construction Archive (AACUPR in Spanish) and/or other institutional repositories.
4. Management experience in library systems (Horizon, SirsiDynix, among others) and programs such as Microsoft Office.
5. Teaching experience in information competency and research as well as knowledge in learning assessment.
6. Availability and commitment to work individually and in groups for diverse extended hours that may include Saturdays and Sundays.
7. Proficiency in effective communication skills, oral and written, in Spanish and English.
8. Commitment to pursue external funding.

Responsibilities:
The tasks that correspond to this teaching librarian position include the cataloging of resources according to the Library of Congress, RDA and/or creating metadata, catalogue consulting in support areas of the School of Architecture such as the *Archive of Architecture and Construction of the University of Puerto Rico* (AACUPR) and/or other institutional repositories. Also, the availability for teaching and training in information skills as support for research in courses at the School of Architecture. This, at graduate and undergraduate levels, with the availability to work individually or in groups at different hours including nocturnal hours and Saturdays, be it in person or online. In addition, developing publications in the candidate's areas of specialty, mentoring, participation in academic committees, and administrative support form part of the contractual obligations.

Required Documents: *
1. Intent letter.
2. Updated *Curriculum Vitae* of maximum (5) pages.
3. Official professional and academic credentials of all degrees.
4. Evidence of at least three (3) years of work experience in academic and specialized university libraries in architecture, arts, design, or history.
5. Evidence of knowledge of bibliographic and documentary resources in architecture, arts, design or history, as well as electronic resources and databases of the discipline.
6. Evidence of knowledge handling LabGuides, social networks, web pages, face-to-face and virtual reference services and institutional repositories.
7. Evidence of experience in task coordination of staff or student assistants.

8. Evidence of participation in institutional committees, in research or creative work individually or in groups.
9. Evidence of participation in the development of academic and institutional collaborative projects.
10. Evidence of academic or professional publications in area of specialty.
11. Statement of intention to pursue external funding.
12. Two (2) recommendation letters.

*All submitted documents must have an English or Spanish translation.

Deadline for receiving documents: October 2, 2022

Documents must be digitally sent using the following email: applicant.architecture@upr.edu.
The required documents should be delivered digitally, in a single file (maximum 32 MB) and following the order established in the previous list.

For more information access http://earq.uprrp.edu/, write to escuela.arquitectura@upr.edu, or call 787-764-0000, extensions 87804/87806 with Mrs. Eneida Hernández.

Mayra Jiménez Montano, PhD
Dean
School of Arquitecture
Date   August 30, 2022

Nivia A. Fernández Hernández, EdD
Acting Dean for Academic Affairs
Date