



Maryanne Vigneaux/Lib
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To Maryanne Vigneaux/Lib@SUNYSB
cc
bcc F.Jason Torre/Lib
Subject Library Bulletin, May 7, 2008, Number 1644

POSITIONS AVAILABLE AT UNIVERSITY AT ALBANY:

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[Sent to Germaine by: Global Personnel Officers List <PERSN-L@LISTSERV.TEMPLE.EDU>]

ANNOUNCEMENT OF Professional Vacancy

UNIVERSITY AT ALBANY, STATE UNIVERSITY OF NEW YORK
1400 WASHINGTON AVENUE, ALBANY, NEW YORK 12222

Applications are invited for consideration for appointment for the following position:

Budget Title:	Staff Associate	Descriptive Title:	Development Officer
Department:	University Libraries	Item Number:	To be determined
Professional Rank and Salary Range:	SL-4	Date to be filled:	As soon as possible

Brief description of duties:

The University at Albany Libraries of the State University of New York and the University at Albany Foundation are recruiting for the position of **Library Development Officer** (Staff Associate, SL-4). The position assists in the design, implementation and management of the fundraising and donor relations programs for the University Libraries. The incumbent will participate in strategic planning for development and help to coordinate Library Leadership Development Committee activities. Working collaboratively with the Dean of Libraries, librarians, and the Development Office, the incumbent shares the responsibility for directing and expanding the development efforts of the Libraries that encompass major gifts, donor stewardship, development of public support groups, fundraising, event coordination, and relations between the Libraries, its Library Leadership Development Committee, the University at Albany and the UA Foundation. Extensive travel is required. While the position has a dual reporting relationship, the Dean of Libraries is the primary supervisor.

Qualifications:

Minimum qualifications- MA/MS degree in appropriate area of specialization or a bachelor's degree in the same and two years of related experience. The degree(s) must be from a college or university accredited by a U. S. Department of Education or internationally recognized accrediting organization.
Preferred qualifications- Three to five years of fundraising experience with a proven track record in corporate and major gift fundraising in a college or university setting. Strong oral and written communication skills, ability to organize, establish objectives and priorities and achieve goals in an aggressive organizational environment; broad experience in capital campaign execution and follow-up demonstrated pragmatic consensus building skills; strong interpersonal skills and the temperament to

establish powerful relationships with a wide variety of constituencies, both inside and outside the organization; ability to work comfortably in a decentralized organizational environment; ability to organize and work effectively with volunteers; computer literacy; ability and willingness to travel and work some weekends. Experience in a university fundraising program or a comprehensive knowledge of academic libraries is strongly preferred. **Desirable qualification-** Relevant experience in a university environment and understanding of the value of public higher education.

Special Notes:

SUBMIT APPLICATIONS VIA E-MAIL TO: azrl@uamail.albany.edu Please include the names, street and e-mail addresses, and phone numbers of three references in addition to your resume and cover letter, referencing P08 # below. Finalist will be asked to submit official transcripts and to present on a given topic to all library employees. Applicants must address in their applications their abilities to work with a culturally diverse population.

	Name and Address:	Anna Z. Radkowski-Lee Library Personnel Officer University at Albany Libraries University at Albany 1400 Washington Avenue, LI 111 Albany, NY 12222
P08-14342 Item No: TBD	Closing date for the receipt of applications:	Review of applications will begin on May 5, 2008 and continue until the position is filled.

THE UNIVERSITY AT ALBANY IS AN EO/AA/IRCA/ADA EMPLOYER

ANNOUNCEMENT OF Faculty Vacancy

UNIVERSITY AT ALBANY, STATE UNIVERSITY OF NEW YORK
1400 WASHINGTON AVENUE, ALBANY, NEW YORK 12222

Applications are invited for consideration for appointment for the following academic position:

RANK AND DISCIPLINE	QUALIFICATIONS
<p>RANK: Associate Librarian</p> <p>POSITION: Associate Director for Public Services</p> <p>The University at Albany, SUNY, invites applications and nominations for the position of Associate Director for Public Services. The Associate Director provides</p>	<p>Required - Graduate degree in librarianship from an ALA-accredited institution and from a college or university accredited by a U. S. Department of Education or internationally recognized accrediting organization. Demonstrated successful, progressively responsible, experience developing and managing user-focused services in an academic or research library. Evidence of: excellent leadership and management skills; flexibility; successful experience managing projects and supervising and motivating staff; strong vision for the future of public services; and excellent analytical, interpersonal, and oral and written communication skills. Demonstrated</p>

leadership and coordination and ensures the overall operational effectiveness of the Information Commons and all other public services, including Reference, Instruction, Circulation/ILL/Document Delivery, The Interactive Media Center, and the Dewey Graduate Library. As a member of the senior administrative group, the Associate Director shares responsibility for developing and implementing the mission, goals and broad policy directions for the University Libraries.

Reporting to the Dean and Director of Libraries, the Associate Director for Public Services directly supervises 5 department heads in a division with a total staff of 47 permanent employees plus student assistants. Responsibilities include: managing divisional departments; measuring and assessing outcomes of divisional activities; proactively planning for improved services; collaborating with the campus' Information Technology Services to further the development of the Information Commons; and advising and mentoring junior faculty. The successful candidate will be a creative, collegial, energetic and experienced senior administrator with a record of leadership and innovation. S/he will demonstrate knowledge about best practices and current trends in academic library public services and commitment to continual professional development through scholarly research, presentations and participation in professional associations.

ability to use library and office computer applications and knowledge of emerging technologies in higher education settings. All applicants must address in their cover letter their commitment to equal opportunity and affirmative action and their ability to work with a culturally diverse population. All applicants must also meet the University Libraries' criteria (including publication and professional service) for appointment at the academic faculty rank of Associate Librarian. **Preferred:** Experience working in a public institution and unionized environment. Demonstrated ability to author and manage Web pages.

TERMS & BENEFITS: Calendar year appointment and tenure-track position; sick leave and annual leave at 1.25 days each per month; health insurance, dental, vision and prescription coverage. TIAA/CREF or New York State Employees' Retirement available (employee contribution rate 3%).

SUBMIT APPLICATIONS BY E-MAIL TO: azrl@uamail.albany.edu

Please include the names, addresses, e-mail addresses, and phone numbers of three references in addition to your resume and cover letter. Finalists will be asked to submit official transcripts and to present on a specific topic to all library personnel.

SALARY:	To Be Determined	APPLY TO:	Anna Z. Radkowski-Lee Library Personnel Officer University at Albany – LI 111 State University of New York 1400 Washington Avenue Albany, New York 12222
STARTING DATE:	August 2008		
APPLICATION DEADLINE:	Review of applications will begin on May 19, 2008 and continue until the position is filled.		

P08-14685
Item No: TBD

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