



SAN FRANCISCO
STATE UNIVERSITY

Institutional Repository Librarian, Non-Tenure Track J. Paul Leonard Library

Position Summary

San Francisco State University's J. Paul Leonard Library is a busy, teaching-oriented institution supporting a community of 25,000 students as well as faculty and staff. Our campus is part of the 23-campus California State University system, and we are seeking applications for an Institutional Repository Librarian who will work collaboratively with other librarians and staff across the system to operationalize the CSU-wide institutional repository, [ScholarWorks](#). Additionally, the Institutional Repository Librarian will liaise with our campus community to promote ScholarWorks to students and faculty and provide related guidance on topics such as web accessibility and copyright.

Responsibilities include:

- Serving as the primary ScholarWorks campus project manager for San Francisco State University, to include active participation in CSU-wide decision making on metadata practices, systemwide policies, and platform design.
- Developing local workflows and best practices for collecting, ingesting, and preserving the research and creative works of our students and faculty, in partnership with staff in the Library's Digital Scholarship Center.
- Providing guidance to the Division of Graduate Studies and academic departments on web accessibility expectations for student works, with a particular focus on theses, dissertations, and capstone projects.
- Promoting self-archiving in ScholarWorks to faculty, advocating for the retention of author rights, and serving as a resource for copyright questions.
- Troubleshooting technical issues and communicating these to Chancellor's Office staff to help inform the development process.
- Creating public-facing user documentation and outreach materials.
- Participating collegially in the collaborative development, implementation, assessment, and improvement of library resources, services, policies, and procedures.

Qualifications

Required

- ALA-accredited Master's degree in Library and Information Science or equivalent.

Preferred

Several of the following competencies are derived from the [NASIG Core Competencies for Scholarly Communication Librarians](#).

- Knowledge of and experience with publishing platforms (open source preferred)
- Knowledge of and experience with the full life cycle of publishing, including copyright, author agreements, and publisher self-archiving policies.
- Knowledge of and experience with accessibility best practices for digital documents.
- Possess a basic knowledge of relevant metadata schemata.
- Experience with technical troubleshooting and providing user platform support.
- Excellent interpersonal and oral and written communication skills.
- Strong commitment to equity and inclusion and the ability to work effectively and collegially with students, faculty, and staff from diverse backgrounds.

Rank and Salary

Appointment is expected to be at the rank of Senior Assistant Librarian with rank and salary commensurate with qualifications and experience. Time base is up to full-time.

Application

Submit a letter of intent/interest, a current CV, and the names and contact information of three references to Elizabeth Detrich, Personnel Coordinator: edetrich@sfsu.edu. Review of applications will begin immediately. The position will remain open until filled.

San Francisco State is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, sex, sexual orientation, covered veteran status, or any other protected status. Reasonable accommodations will be provided for qualified applicants with disabilities who self-disclose by contacting the Library's Personnel Coordinator, Liz Detrich, at edetrich@sfsu.edu.