



## **DRAFT**

### **Position Announcement:**

## **ASERL Visiting Program Officer – Diversity Programming**

**January 2016**

### **OVERVIEW**

The Association of Southeastern Research Libraries (ASERL) seeks applicants from member institutions to serve as a Visiting Program Officer (VPO) to develop new collaborative programming to foster improved diversity initiatives within member libraries. For the purposes of this program, diversity is meant to include race, ethnicity, religion, disability, veteran status, sexual orientation, gender, gender identity and expression, age, and socioeconomic status. The goal is to provide information and sample activities regarding effective diversity programming for research libraries, including attracting a more diverse library work force, supporting diverse users, and collections that meet the needs of a diverse user population. Anticipated outcomes may include: collaborative outreach initiatives, advocacy activities, and educational programs regarding effective models to attain these goals. ASERL supports the ACRL Diversity Standards as found at <http://www.ala.org/acrl/standards/diversity>.

The successful VPO candidate will serve as the project manager, with primary responsibility for refining and implementing the above goals. The VPO will also be charged with creating a presence for this program on ASERL's website. ASERL anticipates this being a one year assignment, starting on or about April 1, 2016 and requiring .20 FTE for the duration of the assignment.

### **QUALIFICATIONS**

The successful candidate will research existing models and programs, develop a rapport with key innovators, and propose initiatives for ASERL to pursue in service to its membership. The VPO will possess a broad array of experiences working within higher education diversity programs. Knowledge of current issues and best practices relating to diversity programming is required. S/he must have strong interpersonal skills, excellent verbal and written communications skills, and the ability to think creatively, work independently, establish goals, and meet deadlines. The VPO must also be fluent in the use of WYSIWYG web content tools to maintain relevant pages on ASERL's website.

### **REMUNERATION**

This position is a part-time, limited duration assignment. The sponsoring ASERL library will be expected to continue the VPO's regular salary and other personnel expenses as an in-kind contribution to this effort. The VPO's employment status at the sponsoring library/institution and benefits thereof must continue uninterrupted. ASERL has budgeted funds to cover out-of-pocket expenses (relevant travel costs, conference fees, etc.) for the VPO for the duration of the assignment.

### **APPLICATION & REVIEW PROCESS**

Applicants are encouraged to speak with ASERL's Executive Director about this project and discuss the applicant's ideas for supporting its development. Interested candidates must submit a letter of application to ASERL's Executive Director at the address below no later than **February 12, 2016**. This should include:

- a brief description of the applicant's relevant experiences and skills,
- a summary of the applicant's anticipated process for implementing the goals of this project,
- a high-level summary of the costs that are anticipated for the completion of this assignment,
- a writing sample (maximum of two pages);
- a summary Curriculum Vitae (maximum of two pages).

**NOTE: A letter of support from the sponsoring library dean/director must be supplied.** This letter should describe which of the applicant's regular duties will be re-assigned to allow time to undertake the VPO role. The Executive Director will review all applications and they will forward a recommendation to the ASERL Board of Directors for final selection. The appointment decision will be announced on or about March 1, 2016.

**QUESTIONS**

Please contact ASERL's Executive Director John Burger at [jburger@aserl.org](mailto:jburger@aserl.org) with any questions.