



<b>FOR HR USE</b>	
POSN Number	TBD

**D R A K E   U N I V E R S I T Y**  
**F A C U L T Y   J O B   D E S C R I P T I O N**

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<b>NAME:</b>	VACANT	<b>COLLEGE/SCHOOL:</b>	COWLES LIBRARY
<b>DEPARTMENT:</b>	TECHNOLOGY & INSTRUCTION UNIT	<b>TITLE:</b>	VISITING ASSISTANT PROFESSOR / LIBRARIAN FOR INTEGRATED LIBRARY SYSTEMS

**TO APPLY:**      Submit qualification letter, complete vitae, and contact information (including e-mail address and phone numbers) for three references to:  
**Bart Schmidt**  
**Cowles Library**  
**Drake University**  
**2507 University Avenue**  
**Des Moines, IA 50311**  
**E-mail:**  
[cowles.administration@drake.edu](mailto:cowles.administration@drake.edu)

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**ESSENTIAL JOB FUNCTIONS**

- Evaluate, report, and recommend ILS and OPAC solutions that are responsive to the needs of the Drake community and enhance the University’s learning environment.
- Create solutions to make the most effective use of the Library’s financial and human resources. Consideration will be given to both open source and proprietary systems.
- Explore possible sources of collaboration in ILS operation and development with the Drake Law Library, the University’s affinity institutions, and/or other regional academic and public libraries.
- Develop a detailed implementation plan covering vendor/software package, timeline, cost estimate, intermediate steps (such as implementation of a “Social OPAC”), etc.
- Work with appropriate Library and University personnel to develop and implement a change and migration process/plan. Collaborate with Library administration in presenting recommendations and program plans to University leadership.
- Develop comprehensive training plans, schedules and programmatic support mechanisms needed to assist the Libraries in transitioning to the recommended solutions.

Comments:

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The above assignments are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.

### ESSENTIAL ELEMENTS

EDUCATION: MLS from an ALA-accredited program, or equivalent degree

EXPERIENCE: Ability to communicate with technical and non-technical employees and users. Working knowledge of relevant Web 2.0/social software and other technologies for digital content delivery. Broad knowledge of integrated library system applications. Proficiency in or demonstrated ability to rapidly acquire programming language. Ability to understand and effectively manage complex systems.

OTHER ESSENTIAL TRAINING  
AND SKILLS:

Recent training and/or experience with open source software and application systems, preferable in the context of developing library access and discovery systems. Project management skills. Perl and/or PHP programming experience. Experience with one or more proprietary ILS systems.