



University of Puerto Rico at Rio Piedras
Library System

Call for recruitment for a tenure track appointment as a Librarian effective August 1st, 2024 at the [Library System](#) of the [University of Puerto Rico at Rio Piedras](#).

The Library System of the University of Puerto Rico at Rio Piedras will begin the consideration of candidates for Librarian at the [College of Business Administration Library](#) (BAL)

Job Requirements

- Master's degree in Library Science or Information Science from an American Library Association (ALA) accredited program
- Preferably a Bachelor's degree in Business Administration or related disciplines
- Three (3) or more years of work experience in information units or libraries that support academic programs, preferably in Business Administration or related disciplines.
- Working knowledge of electronic information resources with emphasis on Business Administration and related disciplines
- Knowledge and experience in the development and assessment of information competencies integrated into the curriculum using various platforms
- Ability to support research, teaching and learning for Business Administration and related disciplines
- Experience and knowledge in collections development
- Experience and knowledge in the creation of thematic guides, preferably with the LibGuides tool
- Experience in synchronous and asynchronous virtual referencing, preferably with the LibAnswers tool
- Skills in using word processors like Word and other Office 365 and social media tools
- Proficiency in oral and written Spanish and English languages
- Ability to offer service and work remotely, if necessary
- Ability for research or creative work
- Ability to work collaboratively and independently
- Availability to work nights, Saturdays, Sundays and holidays, face-to-face and remotely, according to institutional needs
- Willingness to seek external funds
- Publications.

Responsibilities

- Plan, develop and deliver courses, workshops and orientations for students, faculty and researchers, both in person and online.
- Answer questions and provide research assistance for students and faculty of the School of Business Administration (SBA).
- Develop open educational resources in a variety of formats.
- Collaborate with SBA faculty and administration in the development of business research materials.
- Support the academic initiatives of SBA faculty through sustained collaborations for research and accreditation projects.
- Participate in shared reference, consultation and research activities (virtual and in-person) of the extended community and individual researchers.
- Participate in updating and maintenance of BAL social networks.
- Participate in collection development activities for resources and platforms in business fields.
- Comply with the research and service requirements to obtain tenure.
- Collaborate with the teaching and service activities of the Library System and the Campus.
- Participate in various committees of the BAL and the Library System.
- Ability to think critically and analytically and work in a collaborative, inclusive and service-focused environment.
- Present a comprehensive academic development plan according to the general responsibilities and duties of faculty librarians and demonstrate compliance. The plan must be in harmony with the provisions of articles 63 and 64 of the General Regulations of the University of Puerto Rico.
- Perform other responsibilities required of faculty librarians.

Application Instructions

Interested persons must submit the following documentation on or before May 3, 2024, to the Personnel Committee at the following postal address: PO Box 23302, San Juan, PR 00931-3302 or to the email address: sistema.bibliotecas@upr.edu. Please include in the subject of the email: Call for Librarian at the College of Business Administration Library

Employer with Equal Employment Opportunities M/M/V/I

- Letter of intent expressing how your experiences and knowledge qualify you for the position.
- Updated Curriculum Vitae
- Official academic credentials of all university degrees
- Evidence of professional experience, continuing education and/or project creation
- Two (2) recent letters of recommendation from people who know your professional performance in information units or libraries.

People who wish to be considered for both calls, Librarian at the College of Business Administration Library and Librarian at the Gerardo Sellés Solá Library (College of Education), must submit a letter of intent for each call.

Applicants who meet all the requirements will be scheduled for an interview.



Mirerza González Veléz, Ph. D.
Dean of Academic Affairs