**AD – May 2016**

**INFORMATION CENTER MANAGER**

**W.E. UPJOHN INSTITUTE FOR EMPLOYMENT RESEARCH**

The W.E. Upjohn Institute located in Kalamazoo, Michigan, seeks an experienced, dynamic, and team-oriented Information Center Manager to provide leadership, supervision, and overall management of library services, digital asset management, knowledge management efforts, and permanent record retention for the Institute. The ideal candidate will be a strategic thinker who is well versed in library administration, digital curation management, news curation efforts, and knowledge management issues. The Information Center supplies access to electronic resources on and off campus, maintains a current collection, provides research support for projects, and works closely with communications staff to manage, maintain, and disseminate knowledge and information.

**Responsibilities:**

* **Research and Project Support:** Participates in research projects on various topics of economics, public policy, and the social sciences; coordinates news curation services on public policy topics for researchers, practitioners, and communications staff; trains and teaches staff members to use new sources
* **Acquisitions and Subscriptions:** Facilitates access to information in all formats; selects and supervises the ordering of all electronic and print resources or subscriptions; maintains effective vendor/publisher relations; negotiates pricing on subscriptions and electronic resources; evaluates and maintains licensing and related copyright agreements
* **Access to Information Resources:** Coordinates the development and maintenance of an internal Information Center website; coordinates the management and development of the integrated library system (ILS)
* **Digital Asset Management:** Manages the external repository for Institute publications, writings, and research; designs and maintains appropriate metadata schemas, taxonomies, and controlled vocabularies to facilitate access; develops policies and procedures for fair use and other copyright issues, coordinates preservation of digital content and metadata including data migration plans
* **Records Retention Management:** Administers the arrangement and preservation of Institute records and publications with permanent retention requirements
* **Other Management Duties:** Trains, supervises, and evaluates Information Center staff members; prepares and monitors annual budget; completes strategic planning reports as needed; provides institutional effectiveness metrics and measures; serves as copyright officer for the organization; serves in leadership or supporting roles on Institute-wide projects and initiatives as needed

**Qualifications:**

- An ALA-accredited MLS/MLIS and five years of experience, two of which were in a supervisory capacity

- Social sciences or policy-related academic background

- Prior success with management and mentoring of staff members; ability to collaborate and inspire teamwork

- Experience with budgeting and a proven record of vendor identification and successful negotiation

- Ability to creatively lead in a rapidly changing technological environment

- Strong background with technology, including experience with database design/management

- Experience with electronic resource management including metadata schemas as well as harvesting and repurposing of existing metadata; familiarity with XML

- Familiarity with cataloging and current coding and authority formats (RDA, MARC, Dublin Core)

The Upjohn Institute offers a competitive salary and generous benefits including professional development support.

**About the W.E. Upjohn Institute for Employment Research**

Since 1932, the Upjohn Institute has functioned as one of the world’s leading independent labor economics research organizations, seeking to research the causes and effects of unemployment and to devise ways and means of alleviating unemployment. The Institute has an outstanding research staff, and it houses the administrative arm of the local workforce development programs. The combination offers a rich source of data and opportunities for operational experimentation.

**Application Instructions**

Submit CV/resume and letter of interest to [hr@upjohn.org](mailto:hr@upjohn.org). Position will be open until filled.