

**Auto req ID** 41484BR  
**Business Title** Head, Slavic Division  
**School/Unit** Harvard College Library  
**Sub-Unit** -----  
**Location** USA - MA - Cambridge  
**Job Function** Library  
**Time Status** Full-time  
**Department** Harvard College Library - Services for Collection Development, Slavic Division  
**Salary Grade** 059  
**Union** 00 - Non Union, Exempt or Temporary

**Duties & Responsibilities** The Head, Slavic Division in the Harvard College Library has the primary responsibility, through the management of a team of specialists in Slavic and Eastern European languages, for collection development, technical services, reference, research and instructional services for users of Slavic information resources. Additional responsibilities include developing policies and procedures and formulating specific goals to fulfill the Library's mission. The incumbent will also support outreach efforts which may include planning and guiding digitization projects, organizing or contributing to exhibitions, and engaging alumni, benefactors, the University community and the wider public in topics supported by the expertise of the staff and the collections. This position supports the research needs of the Faculty of Arts and Sciences, scholars affiliated with the Davis Center for Russian and Eurasian Studies and the Ukrainian Research Institute, as well as researchers throughout Harvard University, and the international scholarly community. Harvard Library's Slavic holdings are among the largest in North America.

The Head, Slavic Division, will lead in developing strategies for collaboration with other university and research partners to increase access to information and to develop partnership which extend the Library's capability to meet academic needs. The Library seeks a creative and innovative leader with excellent negotiation skills and a commitment to teamwork.

**TYPICAL DUTIES AND RESPONSIBILITIES** *include the following. Other duties may be assigned.*

- Identifies collection development needs by maintaining a close working relationship with FAS faculty as well as scholars and researchers both inside and outside of Harvard. Ensures appropriate collection development, in all formats and language areas supported by the Division, in accord with FAS priorities.
- Is knowledgeable about scholarly communications and open access in libraries and in the university. Works with faculty, graduate students, and colleagues to increase awareness of DASH and the work of the Office for Scholarly Communication.
- Oversees and coordinates technical services functions, including vendor relations, acquisitions, and cataloging, and ensures that workflows are optimized and work is accomplished efficiently and in a

timely manner, in collaboration with Information and Technical Services and other parts of the Harvard Library.

- Integrates with activities in Research, Teaching, and Learning to deliver a variety of services and partners with faculty in achieving academic mission.
- Conducts independent research to support collection development, technical services and reference activities.
- Provides instructional services to students to more effectively use the collection.
- Manages all aspects of the Division's work, monitors effectiveness, ensures productive and balanced operations, fosters teamwork within the division and with other units.
- Manages staff performance and development and creates and sustains a goal-oriented, productive work environment.
- Develops policies and procedures and formulates specific goals to fulfill the Division's mission.
- Collaborates with other university and research libraries to increase access to Slavic information resources in a cost-effective manner.
- Participates in library committees, task forces, and programs. S/he is active professionally through service in relevant library organizations, research and publishing, or other means.
- Contributes to fund-raising in the Harvard Library through the identification of projects or areas which would make compelling fundraising targets.

#### **SUPERVISORY RESPONSIBILITIES**

- Supervises a group of employees, including both Administrative/Professional Librarians as well as Library Assistant staff members.

#### **Basic Qualifications**

- Minimum of 5 years of collection development experience in a research library, including knowledge of complex information markets with many vendors, acquisitions, and processing.
- Second advanced degree in Slavic studies or related discipline, or equivalent required.
- 2-5 years minimum supervisory experience required.
- Fluency in Russian and knowledge of at least one other Slavic language required.

#### **Additional Qualifications**

- Demonstrated ability to provide leadership, vision, and strategic direction in complex organizations and demonstrated understanding of library and information resources that support research and scholarship in the areas served by the Slavic collection is required.
- Experience in digital scholarship and knowledge of the broad range of issues involved with the integration of information technologies is also required.

#### **Additional Information**

**Position will remain posted until filled, however applications will be reviewed beginning Monday February 27, 2017.**

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may*

*be made to enable individuals with disabilities to perform the essential functions.*

- There are no significant physical demands required in this position.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The work associated with this position is performed in an office environment.

Founded in 1638, Harvard has a rich legacy of libraries that continues into the 21st century. In total there are over 70 libraries at Harvard that comprise the Harvard library system, with combined holdings of over 19 million items, including 900,000 e-journals, e-books and other e-resources.

More than 12 million of the Harvard Library items are part of the collection of a centrally administered unit within the Faculty of Arts and Sciences that is referred to as the Harvard College Library (HCL). It is comprised of Widener, Lamont, Birkhoff Mathematical, Cabot Science, Chemistry and Chemical Biology, Fine Arts, Harvard-Yenching, Houghton, Loeb Music, Physics Research, and Tozzer libraries and the Harvard Film Archive, Harvard Map Collection, and the Harvard Theatre Collection.

The School of the Faculty of Arts and Sciences serves 1,227 faculty, 4,000 graduate students in 55 degree programs, 6,800 undergraduate students in over 45 fields of study, and is part of Harvard University with 21,000 students university-wide.

The Harvard Library holds membership in Association of Research Libraries, Center for Research Libraries, Coalition for Networked Information, Council on Library and Information Resources, and Digital Library Federation.

Formal offers will be made by FAS Human Resources.

**Pre-Employment Screening** Criminal  
Education  
Identity

**EEO Statement** We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.