

Collections Data Specialist

Position Summary:

The Olin Library was built in 1985 during the Seymour administration by architect James Gamble Rogers II through a generous donation from the F. W. Olin Foundation. The building features computer labs, group study rooms, classroom space, and a beautiful tower room overlooking the Rollins campus and Lake Virginia. Olin is also home to the college Archives and Special Collections, the Tutoring and Writing Center, Instructional Technology, and the Information Technology Help Desk. From its inception, the library has been an integral part of the instructional, intellectual, and cultural life of Rollins College.

Primary Responsibilities:

- Reconciles title lists for e-journal packages and databases for comparison and evaluation
- Registers and activates new e-journals; enters vendor and administrative data for new journals into Alma.
- Enters license data, including specific terms, for electronic resources into Alma.
- Acts as first contact for updating or correcting e-journal MARC records and holdings data in Alma.
- Collects standard COUNTER-compliant usage reports for databases and e-journals.
- Manages data collection for serials review and cancellation.
- Assists Electronic Resources & Serials Librarian with price and format inquiries.
- Assists Electronic Resources & Serials Librarian with basic access troubleshooting.
- Checks and updates links to e-resources.
- Assists and compiles statistics for record keeping and assessment of electronic resources and other library collections.
- Assists in updating catalog and WorldCat holdings data.
- Collaborates with the Technical Services Specialist on data cleanup projects related to serials and electronic resources.
- Participates in the development of new procedures and technologies, and engages in training and professional development appropriate to library goals and objectives.
- Assists in the supervision of student workers.
- Assists with library special projects as assigned.

The Rollins Experience

You will feel it the moment you first set foot on campus - an energy, a purpose, a passion for learning and discovery. Then, you will discover why so many vibrant, engaging people have made Rollins College their employer of choice. Learning and growth are not reserved for students, it's for everyone who embraces the Rollins experience. Your role, whatever it may be, enriches our organization and makes us who we are - one of America's Best Colleges." Also at Rollins, we value and embrace multiculturalism, diversity, and inclusion in our pursuit of academic excellence, global citizenship, and responsible leadership. Be a part of the Rollins experience and find a place where you belong.

Located on a beautiful lakefront setting in picturesque Winter Park, Florida, we offer the opportunity to work at a progressive, top-ranked college while enjoying everything our central Florida location has to offer including Florida's natural scenic beauty; a sunny, tropical climate and easy access to Gulf and Atlantic coast beaches; varied educational, cultural, artistic, recreational and athletic opportunities; and close proximity to one of the nation's most dynamic urban centers, Orlando.

Our Benefits

Rollins offers a competitive salary plus a generous benefits package featuring:

- Flexible Scheduling
- Generous Paid Time Off
- Paid Holidays
- FREE Full Tuition after one year for employees, spouses, domestic partners and dependents
- Tuition assistance for other educational institutions
- Professional Learning and Career Development Opportunities
- Health Reimbursement Account funded by employer contribution
- Up to 11.5% employer retirement contribution
- Same and opposite-sex domestic partner benefits
- FREE access to campus amenities (ex. gym, library)

Minimum Qualifications:

- High school education plus one year of additional business, technical or college training or equivalent combination of education and experience is required.
- Associates Degree (preferred).
- Requires two to three years of job experience in a library, office, or similar work environment.
- Knowledge of basic library procedures and policies (preferred).
- Intermediate skills with Microsoft Excel (such as v-lookup and pivot tables).
- Basic knowledge of HTML and OpenURL (preferred).
- Familiarity/experience working with electronic resources in a library or similar environment (preferred).
- Ability to work with attention to detail and accuracy.
- Ability to interact with colleagues effectively and courteously.
- Ability to follow written and oral instructions.
- Ability to work independently and collaboratively.
- Ability to prioritize tasks and meet deadlines.
- Excellent customer service skills.
- Excellent oral, written, and online communication skills.
- Flexibility, adaptability, willingness to accept and initiate change.
- Attention to detail and accuracy.

Work Environment:

- Office environment.
- Work requires some visual strain.
- Overtime may be required as needed.

Special Instructions to Applicants:

To apply, please submit an application and upload the following materials:

<https://jobs.rollins.edu/en-us/job/492958/collections-data-specialist>

Cover letter/Resume

Screening of applications will begin immediately. Priority will be given to applicants who apply before September 9, 2019.

Our Values:

Rollins seeks to foster and to model a campus environment that is welcoming, safe, and inclusive to all of our administrators, faculty, staff, and students. We view differences (e.g. nationality, race, gender, age, sexual orientation, socioeconomic class, physical ability, learning styles, perspectives, etc.) not as obstacles to be overcome but as rich opportunities for understanding, learning, and growth.

Through its mission, Rollins College is firmly committed to creating a just community that embraces multiculturalism; persons from historically under-represented minority groups are therefore encouraged to apply. Rollins does not discriminate on the basis of sex, disability, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic information, physical characteristics, or any other category protected by federal, state, or local law, in its educational programs and activities.