

Professional Position Posting

Korean Studies Librarian

Department:	Richard C. Rudolph East Asian Library
Rank & Salary:	Salary and appointment level based on experience and qualifications. <ul style="list-style-type: none">▪ Assistant Librarian Rank (\$37,920 – \$42,996)▪ Associate Librarian Rank (\$42,996 – \$64,164)
Position Availability:	Immediately

The UCLA Library seeks applications/nominations for the position of Korean Studies Librarian in the Richard C. Rudolph East Asian Library.

Description of Library Unit

Within the UCLA Library system, the Richard C. Rudolph East Asian Library (EAL) is an independent unit with its own acquisitions, cataloging and reference functions. Located within the Charles E. Young Research Library, the East Asian Library holds close to 500,000 volumes in Chinese, Japanese, and Korean languages. Its collection of books, microforms, newspapers and serials primarily support the teaching and research missions of East Asian Studies programs at UCLA in the humanities and social sciences. The Library serves the UCLA faculty, staff, and students and other public and private institutions of higher education in Southern California. The East Asian collection is strong in Chinese archeology; religion (especially Buddhism); folklore; pre-modern history and classical literature of both China and Japan; as well as Chinese and Japanese fine arts. Special efforts have been made in recent years to strengthen Chinese and Japanese local historical materials and Chinese statistical yearbooks. The Library's Korean collection, developed since 1985, has strengths in the areas of history, literature, and religion. For information about the East Asian Library visit <http://www.library.ucla.edu/libraries/eastasian/>.

Korean Studies at UCLA

The UCLA Center for Korean Studies was established in 1993 to coordinate development of UCLA's burgeoning programs in this field of research. Despite its short history, the Center now presides over the biggest Korean Studies program on the mainland of the United States, with the most specialists dedicated to Korea on its faculty and the largest number of students studying Korean subjects, at both the undergraduate and graduate levels. For more information about the Center, faculty and staff, academic and exchange programs, visit <http://www.isop.ucla.edu/korea/>.

Position Duties

The position has three primary responsibilities: collection development, cataloging, and public services for Korean-language materials. Under the general direction of the Head of the East Asian Library, the incumbent is responsible for the following duties:

- Develops and maintains Korean-language collection including print, digital and multimedia materials.
- Provides original cataloging of Korean-language monographs, serials, as well as non-print materials related to Korea.
- Monitors materials budgets for Korean materials.
- Provides reference service and library instruction related to Korean Studies.
- Evaluates Korean digital resources.
- Maintains Korean resources webpage in the East Asian Library's website.
- Serves as chief liaison with Korean Studies faculty and students.
- Participates in regional and national collection development programs as well as consortia related to Korean materials.
- Supervises Korean library assistant(s).
- Performs other library tasks assigned by the Head of the East Asian Library.

Required Qualifications

- An ALA-accredited master's degree in library and information science or equivalent.
- Demonstrated proficiency in English and Korean languages.
- Knowledge of scholarship and research needs in Korean Studies.
- Knowledge of and experience with MARC21 format, AACR2, LCRI, LCSH, and LC Classification.
- Online cataloging experience with the OCLC Connexion Client database.
- Familiarity with the publishing industry related to Korean Studies.
- Working experience in the publication trade involving Korean-language materials.
- Good knowledge of digital information resources in Korean Studies.
- Effective communication and interpersonal skills.
- Ability to work in a changing environment within a large organization, demonstrating flexibility, initiative, and creativity.

Desired Qualifications

- Advanced academic training in Korean Studies.
- Professional experience in a major East Asian collection/library, covering both cataloging and collection development activities.
- Supervisory experience in a major academic library.
- Knowledge of and experience with computer networking.

General Information

Professional librarians at UCLA are academic appointees. Librarians at UCLA are represented by an exclusive bargaining agent, University Council - American Federation of Teachers (UC-AFT). They are entitled to appropriate professional leave, two days per month of vacation leave, one day per month of sick leave, and all other benefits granted to non-faculty academic personnel. The University has an excellent retirement system and sponsors a variety of group health, dental, vision, and life insurance plans in addition to other benefits. Relocation assistance provided.

Appointees to the librarian series at UCLA shall have professional backgrounds which demonstrate a high degree of creativity, teamwork, and flexibility. Such background will normally include a professional degree from an accredited library and information science graduate program. In addition to professional competence and quality of services within the library in the primary job, advancement in the librarian series requires professional involvement and contributions outside of the library, University and community service, and scholarly activities. Candidates must show evidence or promise of such contribution.

Application Procedures

Anyone wishing to be considered for this position should apply to Pat Hawthorne, Director of Library Human Resources, UCLA Library, Library Human Resources, 11617 Young Research Library, Box 951575, Los Angeles, CA, 90095-1575. E-mail applications encouraged – send to jobs-hr@library.ucla.edu. Applications should include:

- a cover letter describing qualifications and experience;
- a current resume/vita detailing education and relevant experience; and
- the names and addresses for at least 3 professional references knowledgeable about applicant's qualifications.

Candidates applying by January 6, 2006 will be given first consideration. UCLA welcomes and encourages diversity and seeks applications and nominations from women and minorities. UCLA seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the people of California, to maintain the excellence of the University, and to offer our students richly varied disciplines, perspectives, and ways of knowing and learning.

UCLA is an Equal Opportunity/Affirmative Action/ADA compliant employer. Under Federal Law, the University of California may employ only individuals who are legally authorized to work in the United States as established by providing documents specified in the Immigration Reform and Control Act of 1986. Employment is contingent upon completion of satisfactory background investigation.

Visit the UCLA Library Employment Opportunities website: www2.library.ucla.edu/about/employment.cfm