VACANCY NOTICE V/AD/LIB/1/2021

The **European University Institute (EUI),** based in **Florence**, **Italy**
is organising a selection procedure based on qualifications and tests
to draw up a reserve list for the post of
Teaching and Distance Learning Librarian
(Contract agent post, type 3a, FG III 08[1])
Within the Library

Who We Are

The **European University Institute (EUI)** at a glance:

- **an international organisation** set up in 1972;

- a research university focusing exclusively on **post-graduate, doctoral and post-doctoral studies**, and **advanced research**;

- located in the hills overlooking the city of Florence, Italy.

The Institute also hosts the Historical Archives of the European Union.

More on our Institution: https://www.eui.eu/About
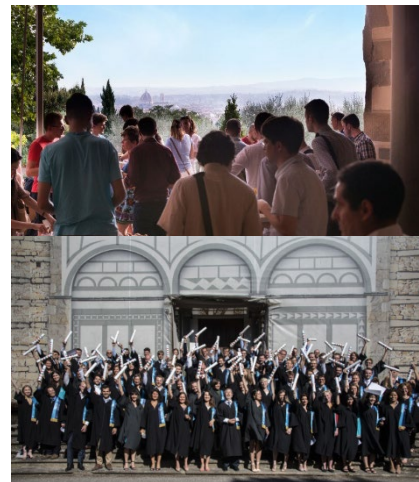
Our Unit

The EUI **Library** supports research at the Institute with a team of 20 librarians and information specialists. Over forty years of investment in collections, services and infrastructure have resulted in an internationally recognised social science research library, valued for its multi-national character and the high quality of its collections with a special emphasis on Europe.
Most of the Library's print holdings are on open shelving. In addition, the Library provides its users access to an extensive collection of databases, full text e-journals, eBooks and electronic working papers. The Library has the status of European Documentation Centre (EDC), an official depository of EU publications and documents. The EUI subscribes to the principle of Open Access. Library staff strives to work with the academic community to increase the content, coverage and visibility of the EUI research repository, Cadmus.

Your Key Responsibilities

The EUI is looking for a Teaching and Distance Learning Librarian to plan, implement and coordinate library and information services which support mainstreaming innovation and digital skills in education, by promoting innovative digital training and literacy courses, as well

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[1] cf. Annex II

as developing digital resources to respond to the teaching and learning needs of the EUI and the School of Transnational Governance (STG) in particular.

The Teaching and Distance Learning Librarian will be working on essential tasks, such as digital content acquisition and management (licenses, copyright, negotiation with suppliers, statistics), distance training and teaching models.
Under the supervision of the Special Collections Librarian, the Teaching and Distance Learning Librarian will support the teaching initiatives of the STG with a demonstrated experience in instructional technology and library support services, including the acquisition of library resources (licensed/copyrighted and freely available) for a variety of materials in electronic format, in consultation with the STG faculty across the curriculum.
The Librarian will offer copyright guidance on online course materials for teaching. Furthermore, s/he will work collaboratively with teaching faculty and course administrators to integrate information and digital literacy into courses to help early researchers start their research, organise it and cite their sources. The main duties may include the following:

Representation/communication:

- Making proposals for the development of the collection, mainly for teaching/learning purposes;
- Corresponding with vendors, providers and publishers;
- Contributing to Library Working Groups related to the learning services and tools;
- Collaborating with other librarians, faculty, staff and instructional designers to support student learning;
- Promoting the use of online library collections and services to the EUI community through the highest level of accessibility, and the use and creation of Open Educational Resources (OER), in line with the principles of Open Science that guide the mission of the EUI Library.

Policy/ Strategy Making:

- Planning, evaluating, and implementing technical solutions, prioritising the existing systems in place at the EUI Library for the description, discoverability, interoperability and visibility of the collections in the Learning Management System or other learning front ends;
- Developing and implementing a strategy for hosting teaching outputs in different formats, either for the preservation or for immediate academic use;
- Managing the description of collections and objects in accordance with SCORM (Shareable Content Object Reference Model) standards.

Role in administrative processes:

- Designing and deploying training sessions for STG;
- Implementing library workflows for the acquisition of STG teaching material;
- Managing and supporting the provision of reading lists for STG courses;
- Training users on discovery tools and quality assessment of academic information;
- Participating in online and in-person training sessions;
- Collecting and reporting STG research outputs available in the EUI Research repository Cadmus;
- Performing information desk duties.

Level of Expertise:

- Acting as a specialist to assess innovative online learning management systems and tutorials;
- Expertise in licensing, copyright and access models of digital materials, as well as trends in the acquisition of library materials, the publishing market and new instructional technologies.

Finance and procurement responsibility:

- Supporting procurement processes and analyses of technical and economical offers of learning solutions/contents providers.

Your Key Competencies

All staff at the EUI share the following competencies:

- Ethics and integrity
- Working in a multicultural environment
- Accountability
- Delivering quality and results

Competencies specific to the unit and the role include the following:

- Project and task management
- Working with others
- Sharing knowledge
- Willingness to learn
- Stakeholders orientation
- Problem-solving

The competencies mentioned above may be assessed at the written test and/or interview stage.

What We Offer

- A role in an inspiring community of young scholars with an exclusive focus on master, doctoral and post-doctoral studies;
- A truly multicultural community of 1100 academics at all career stages and support staff of approximately 85 different nationalities;
- The commitment to a genuine culture of equality, diversity and inclusion, and to attracting, encouraging and retaining a diverse and highly qualified workforce;
- A world-class research library, the Historical Archives of the European Union, and many other excellent research facilities;
- Languages courses and soft skills trainings;

- Access to all EUI facilities: library, crèche, cafeteria, gym, participation in seminars and workshops;
- Competitive salary package including health and pension plan;
- A healthy work-life balance in a family-friendly environment.

Applications must be submitted electronically using the V/AD/LIB/1/2021 online application form available at
https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts

CLOSING DATE FOR APPLICATIONS: 31/05/2021 at 24:00 CET

Before completing the online application form you are invited to read ANNEXES I & II that represent an integral part of this vacancy notice.

ELIGIBILITY CRITERIA

On the closing date for online applications, you must fulfil <u>all</u> the following general and specific conditions:

1. General conditions

- Being a national of a Member State of the European Union;
- Enjoying full rights as a citizen attested by a recent extract from judicial records and/or certificate of good conduct proving no previous conviction for a criminal or administrative offence that could call into question his/her suitability for performing the duties of the post;
- Having fulfilled any obligations imposed by the laws on military service;
- Being physically fit to perform the duties.

2. Specific conditions

2.1 Education (Qualifications)

- A level of post-secondary education attested by a diploma, or
- a level of secondary education attested by a diploma giving access to higher education, and appropriate professional experience of at least three years. This professional experience will be considered part of the educational qualification and will not be taken into account in the required numbers of professional experience under 2.2.2.

2.2. Professional experience[2]

By the deadline for applications, and in addition to the qualifications required above, you must have at least **three years** of relevant professional experience gained after obtaining the diploma required under 2.1.

2.3 Knowledge of Languages[3]

- Main language: have a thorough knowledge of one official language of the European Union; and
- Second language: a satisfactory knowledge of another official language of the European Union to the extent necessary for the performance of the duties.

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[2] Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to this post. Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account. Part-time work will be taken into account in proportion to the percentage of full-time hours worked. Periods of education or training and unremunerated traineeships are not taken into account. Completed and remunerated PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once.

[3] Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.

SELECTION CRITERIA

Essential

- University degree in Library and Information Science or related topics;
- At least two years of professional experience working in academic libraries, following internationally established standards and practices on bibliographic description and integration;
- Demonstrated experience in working with learning and teaching support services in universities;
- Good knowledge of intellectual property, rights/licensing management and acquisition of electronic resources;
- Excellent knowledge of English, both spoken and written (CEFR level: C1 or above).

Advantageous

- Diploma, professional training or accredited certificate in pedagogy, instructional technology or similar;
- Experience working with Learning Management Systems;
- Experience liaising with academic providers of electronic resources and licensing/contracts implications;
- Knowledge of additional languages of the European Union.