Since the MS program was last reviewed in 2004, a number of new administrative staff positions have been created or redefined. Job descriptions are compiled here for:

- Associate Dean for Research
- Research Services Coordinator
- Advising Coordinator
- Career Specialist
- Program Coordinator, K-12
- Help Desk Manager
- Manager of Instructional Technology
- Computer Assisted Instruction Specialist
- Assistant Dean for Infrastructure
- Associate Director of Advancement
- Assistant Dean for Communications
- Director of Publications and Media Relations
Associate Dean for Research

Scope of Position / Summary:

The Associate Dean for Research will provide leadership in the areas of sponsored research; research program development, support, and integration; research administration; faculty development; and perform related external relations and IT support functions.

Key Responsibilities:

• Faculty development: Mentor faculty (especially junior faculty) on research plans; advise Dean and act as advocate within the Executive Committee on behalf of faculty research interests and opportunities.

• Research program support: Coordinate School-level GSLIS research activities (includes overseeing GSLIS research centers) and facilitate the development, support, and alignment of other GSLIS research groups; ensure the related coordination of GSLIS administrative support.

• Strategy development: Facilitate the development of GSLIS research strategy; benchmark research performance against other IS and LIS schools; advise Dean and Executive Committee on research directions and strategy; ensure faculty hiring plans and other program development reflect research needs and opportunities.

• Integration with academic programs: Ensure doctoral program strategy is aligned with overall research strategy, including recruitment, advising, and assignment of research assistantships; similar appropriate coordination with MS, CAS, and undergraduate programs.

• General research culture: Help create a culture within the School that supports and promotes the significance of our research, through lectures, colloquia, seminars, and visiting fellows and faculty.

• Research administration support: Improve and coordinate GSLIS pre- and post-award research administration, including proposal development workflow; identify cost sharing opportunities; represent GSLIS needs to UIUC offices such as G&C, OSPRA, IRB, and OTM.

• Publicity and external relations: Improve accessibility and impact of GSLIS research by managing web presence, advising on publication venues, and supporting media relationships.

• Information technology support: Coordinate research computing support, ensuring support across the full range of GSLIS research activities.

• Collaboration and funding development: Help develop new project and collaboration opportunities within and beyond GSLIS and UIUC, including industry partnerships; increase research funding from all sources; improve funding support across the full range of GSLIS research activities.

• Other related duties as assigned.
Research Services Coordinator

Scope of Position / Summary:
The Research Services Coordinator develops and manages GSLIS research support activities as directed by the Associate Dean for Research. Areas of responsibility include support for proposal development, post-award compliance with all applicable regulations, planning and analytical support for projects and centers, outreach and training, developing tools and gathering data to support strategic planning, and special projects as assigned.

Key Responsibilities:
- Coordinate GSLIS research support activities in the areas of pre- and post-award research administration, including those related to proposal development workflow, compliance certification for human subjects, intellectual property, conflict of interest, and effort certification.
- Design and manage research support resources and services such as proposal and compliance documentation, procedures documentation, and standardized text (e.g., for proposal development, human subjects applications, intellectual property contract amendments, etc.). This includes designing and managing the research support Web site and all related file stores.
- Provides outreach to researchers, keeping them informed of GSLIS Research Office services and resources, and providing assistance in using those services and resources; includes providing compliance support to faculty via workshops, tutorials, and individually.
- Acts as liaison to the Institutional Review Board, the Office of Technology Management, and (working with the research financial administrator) to the Office for Sponsored Programs and Research Administration and the Grants and Contracts Office.
- Collects and analyzes data, and performs institutional research to support planning operations and research strategy development.
- Provides project management, troubleshooting and other managerial support, including financial and personnel operations strategy planning, to GSLIS research centers to ensure consistency and efficiency.
- Provides leadership on special projects for the Associate Dean.
- Other project management responsibilities as assigned, including coordinating the development of large multi-investigator research proposals.
- Other related duties as assigned.

Required Education and Experience:
- Accredited Master’s Degree in Library and Information Science
- Minimum of 2 years' full-time research project management experience within a university setting
- Strong proposal development experience, particularly working on large, distributed, multi-partner projects
- Experience developing budgets and managing expenditures within a university setting
- Experience providing services to faculty members and research staff
- Very strong written and personal communication skills
**Advising Coordinator**

**Scope of Position / Summary:**
The Advising Coordinator works principally with MS students. Emphasis is on supporting the academic mission of the School.

**Key Responsibilities:**
- Serve as principal point of contact for MS students
- Advise students one-on-one and in groups based on interest
- Coordinate peer advising activities
- Develop/maintain advising resources for students and faculty
- Provide input to curriculum committee on course planning issues
- Teach one course during the year
- Coordinate referrals to GSLIS faculty, Assistant Dean for Student Affairs, records staff, technology staff, and other UIUC units
- Collaborate with the Career Specialist in career resource development and advising
- Support the Associate Dean for Academic Programs in course planning and logistics
- Collaborate with Advancement and Alumni office in program planning and student and alumni support
- Other related duties as assigned.

**Required Education and Experience:**
- Master's degree
- Program planning and evaluation experience
- Strong oral and written communication skills
- Ability to work with students from diverse backgrounds, both on-campus and online.

**Preferred Experience:**
- ALA-accredited MS and two years experience with higher education student services or related area.
Career Specialist

Scope of Position / Summary:
The LIS Career Specialist is a resource person for the Graduate School of Library and Information Science (GSLIS) students pursuing employment opportunities. In addition, s/he is the primary contact for placements and serves as the career services liaison to GSLIS faculty, campus units, and organizations outside the University. The LIS Career Specialist reports to the Assistant Dean for Student Affairs.

Key Responsibilities:
- **General Career Services:** Plan, coordinate and participate in programs to enable students to explore career opportunities; assist students in defining their professional goals and developing career directions to fulfill those goals; create tools and strategies for sharing information about careers (including internships, job seeking, interviewing, resumes and cover letters) through various means including web-based materials, on-site visits, networks, and presentations; maintain data and create reports to monitor services and respond to career related surveys; establish and build connections with campus offices, employers and potential employers to promote pathways for students and alumni.
- **Practicum:** Coordinate the GSLIS practicum program for LIS 591: Practicum. Advise students and assist with securing and developing placements; serve as liaison for site supervisors, faculty advisors, and related campus offices (e.g., Library, financial aid); facilitate discussion about the practicum experience via information sessions and the School learning management system; create and maintain forms, web pages, and other program documentation.
- **Alternative Spring Break:** Oversee the GSLIS Alternative Spring Break program, a non-credit career development program which places interested and motivated graduate students in professional work environments. Oversee the student application process; coordinate a working group of GSLIS faculty and staff to determine placement matches; serve as the key point of contact for students and employers participating in the program; create and maintain forms, web pages, and program documentation.
- Other related duties as assigned.

Across each of the three areas, the LIS Career Specialist is charged with monitoring the effectiveness of current practice and implementing improvements.

Required Education and Experience:
- ALA accredited master’s degree in Library and Information Science
- Minimum one year experience with library and information science career services
- Advanced knowledge of educational technology
- Excellent communication, analytical and organizational skills
- Ability to manage confidential student data
Program Coordinator, K-12

Scope of Position / Summary:
The GSLIS K-12 Library Information Specialist certification program provides students with the coursework and experience necessary for Illinois certification as a K-12 Library Information Specialist, the credential required for school librarian/media specialist positions in Illinois public schools. Program requirements include coursework, practicum, student teaching, an electronic portfolio, and completion of Illinois standardized certification tests. For further information about the program, see: http://www.lis.illinois.edu/academics/programs/k12.

The Program Coordinator monitors GSLIS students admitted to the K-12 Program to ensure they meet each of the UIUC Common Assessment Plan (CAPs) requirements for continuation in the GSLIS K-12 program, admission to practicum and to student teaching, and recommendation for certification. See http://www.cote.illinois.edu/about/professional/cap.html for information on CAPs. The Program Coordinator may also serve as University supervisor, an official representative of UIUC who supervises teacher-librarian candidates during student teaching and serves as the liaison between the GSLIS K-12 Library Information Specialist program and the cooperating teacher-librarians who work directly with GSLIS students during their field experiences (practicum and student teaching).

Key Responsibilities:
- Advises current and potential students interested in pursuing certification as a K-12 Library Information Specialist
- Directs publicity and public relations regarding the GSLIS K-12 program
- Advocates for school library information specialists within GSLIS and at the district, regional, state and national levels
- Provides instruction to GSLIS students and other audiences on a variety of topics related to the K-12 program and/or school librarianship
- Serves as information interface between the Council on Teacher Education (CoTE) and GSLIS
- Evaluates potential clinical experience placement sites in order to build network of cooperating teacher-librarians for clinical experiences
- Ensures that all cooperating personnel and clinical sites meet CoTE standards
- Trains and coordinates activities of university supervisors in the K-12 program
- Communicates with public school personnel regarding expectations and requirements for placement sites and cooperating personnel, program requirements, student assignments, and criteria for candidate assessment and evaluation
- Facilitates information exchange between the cooperating teacher-librarian, the student, the school, and the University and its teacher education programs. This includes communicating program expectations, mediating problems that may arise and providing feedback and suggestions to aid in successful student teaching placements.
- Makes regularly scheduled observation visits during practicum and student teaching placements. Documents all observations, and conducts conferences with cooperating personnel and students to communicate student teachers’ progress.
- Gathers data for and completes all required program-related forms and reports for both CoTE and GSLIS. Completes, collects, and maintains all required observation forms, evaluation forms, student teaching time cards, etc.
- Serves as a liaison with potential employers/job opportunities for graduates of the K-12 program
Required Education, Experience and Skills:
- A strong academic background and P-12 teaching experience;
- Skills in supervision;
- Three or more years of successful P-12 teaching
- A Master’s degree in LIS, education, or a related field.
- Strong writing and communication skills
- Organizational ability
- Ability to work to a deadline
- Flexibility, persistence, and tolerance for ambiguity
- Willingness to take initiative
- Ability to work both independently and collaboratively

Preferred Education and Experience:
- Illinois certification or endorsement as Library Information Specialist
- Experience working with young people in school or public libraries
Help Desk Manager

**Primary Position Function/Summary:**
This position is responsible for ensuring an outstanding level of customer service from the Graduate School of Library and Information Science Help Desk. The Help Desk Manager will provide advanced technical and supervisory skills in the management and development of the GSLIS Help Desk. The GSLIS Help Desk is run as a reference desk which specializes in technical solutions. The ‘reference desk’ is essentially librarians helping librarians. They support the educational, research, and outreach functions of GSLIS. Their responsibilities include researching problems, user needs analysis, escalating issues, categorizing and reporting on tickets and other client centric duties. This office operates in concert with the GSLIS Systems and Core Data Team, GSLIS Research team, and GSLIS Instructional Technology and Design groups to provide the IT support structure for GSLIS. This is a 100% full-time position.

**Reporting Structure:**
The Help Desk Manager supervises multiple GSLIS Graduate Assistants. The Help Desk Manager reports to the Assistant Dean for Infrastructure who reports to the Dean of GSLIS who, in turn, reports to the Provost.

**Major Duties and Responsibilities:**

**Managerial Responsibilities:**
- Manage day-to-day operations at the Help Desk.
- Execute supervisory responsibilities over the Help Desk personnel including hiring, scheduling, training, and performance evaluations.
- Develop and implement policies to ensure that requests for help are answered as promptly and correctly as possible.
- Create and manage goals/metrics to ensure Help Desk excellence.
- Collect, analyze, and publish appropriate metrics to quantify performance of help desk support services as well as propose new strategies to improve services.
- Provide budget needs and recommendations to ensure smooth operation of the Help Desk.
- Keep abreast of technology for further improvement and implementation within GSLIS.

**User Support:**
- Track and analyze help requests to ensure quality control for effective problem resolution and customer satisfaction.
- Develop appropriate training materials for the GSLIS community.
- Utilize emerging technologies to reach out to the GSLIS community and to provide different avenues for support. (E.g. Twitter and Facebook)
- Support GSLIS print quota system and printer mounting scripts.
- Support the GSLIS file system including home drives, web enabled personal space, research spaces, teaching spaces, and administrative spaces.
- Act as an administrator for the GSLIS wiki (currently Confluence). This includes, but is not limited to, managing permissions, creating spaces, and assisting in design.
- Primary support for all A/V equipment in GSLIS including making equipment recommendations and purchases.
- Act as primary support for legacy GSLIS LEEP system which includes IRC, streaming audio, etc.
• Act as primary support for GSLIS learning management system. Currently this includes Moodle and Elluminate.
• Maintain and update the help desk webpage with relevant information, metrics, and links.
• Create and distribute communications about technical changes that may impact GSLIS students, faculty, or staff.
• Support videoconferencing needs of the school.
• Perform administration of GSLIS mailman service.
• Efficiently handle and oversee the resolution of user/patron questions. This includes a wide array of questions that will include GSLIS specific systems, typical OS questions, basic UNIX and MySQL questions, email questions, and many others.
• Elevate requests to other units within GSLIS or on campus.
• Handle/solve large, sensitive, or non-routine issues.
• Act as primary email support for faculty and staff.
• Administration of GSLIS ticketing system (currently RT).
• Assist with special projects as assigned.
• Other related duties as assigned.

Campus/Community Engagement:
• Foster positive working relationships with the faculty, staff and students of GSLIS as well as with the other members of the IT staff.
• Represent GSLIS on campus by serving on committees and participating in forums and workshops.
• Represent GSLIS and present topics at professional library and information science conferences (E.g. ASIS&T, ALA, ISLMA, AASL).

Required Education and Experience:
• Bachelor’s degree.
• Minimum of five years experience supporting users’ technology needs.
• Minimum of two years of management experience.
• Minimum of one year experience at an ALA accredited library school.
• Ability to use and support WebDAV, SFTP, SaMBa, and SSH.
• Knowledge of administration tools for the GSLIS wiki (currently Confluence).
• Knowledge of A/V equipment.
• Ability to create, maintain, and support webpages using Drupal.
• Experience with Skype and industry standard video conferencing systems.
• Experience with legacy GSLIS LEEP infrastructure.
• Experience with Moodle and Elluminate.
• Excellent written and oral communication skills and the ability to work with users from a variety of technical backgrounds.
• Flexible scheduling that will include occasional evening and weekend hours.
• Experience with Outlook 2010 (Windows), Outlook 2011 (Mac), Mac Mail, and Thunderbird.
• Thorough knowledge of GSLIS systems (including authentication and accounts), mailman service, and printers.
• Expertise with RT ticketing system.
• Understanding of UNIX commands, MySQL, CITES VPN, CITES listserv, and mobile device support.
• Ability to interact with users in order to promptly respond to requests and feedback.
• Demonstrated ability to use logical and systematic problem solving skills.
• Basic knowledge of Microsoft and Apple operating systems, computer hardware and peripherals.

Preferred Education and Experience:
• At least a Master of Science Degree in Library and Information Science.
• Direct experience supporting librarians’ technical needs.
• Experience supporting users at a distance.
• Knowledge of Twitter, Facebook, and other social media.
• Experience with Alpine, Entourage, and Express mail.
• User level understanding of a broad range of computer applications (E.g. Microsoft Office applications, web browsers, HTML editors, etc.)
• General understanding of networking technologies and troubleshooting (E.g. TCP/IP, ping, traceroute, etc.)
Manager of Instructional Technology

Scope of Position / Summary:
The Manager of Instructional Technologies (MIT) is responsible for providing leadership and direction in the Graduate School of Library and Information Science (GSLIS) in the use of emerging technologies in the classroom. From the planning and testing phase through implementation training and re-evaluation, the MIT is responsible for helping the GSLIS community use the latest in computer technology.

The MIT reports to the Associate Dean for Academic Programs who reports to the Dean of GSLIS who, in turn, reports to the Provost. This is a 100% full-time position.

Key Responsibilities:
• Oversee operations in the Instructional Technology and Design office (ITD) as the ITD staff works to assist faculty, staff and students in GSLIS. The ITD supports both on-campus courses and courses offered over the Internet (LEEP).
• Keep abreast of relevant technologies. The information technology landscape is a fast pace environment where new developments occur on a regular basis. The MIT works to keep informed of changes and explores how those changes might benefit the GSLIS community.
• Work with ITD staff to apply instructional design experience to help faculty adapt and use various technology options and incorporate those alternatives into their courses. The MIT should meet regularly with instructors to determine and evaluate needs.
• Work with ITD staff to develop and present technology workshops for the GSLIS community.
• Coordinate with systems groups for oversight of the computing infrastructure that ITD uses to deliver instructional technologies to GSLIS.
• Collaborate with other units at UIUC in order to stay abreast of trends and needs in the University.
• Conduct presentations on various issues relating to the use of instructional technology in the classroom.
• Other related duties as assigned.

Required Education and Experience:
Bachelors required (Masters preferred) in Library and Information Science, Education, or a similar field.

Key Skills / Knowledge:
• Knowledge of instructional technology (including course management systems, audio/visual systems, real-time collaboration technologies).
• Skills as a supervisor of staff and technology trainer.

Preferred Experience:
Computer Assisted Instruction Specialist

Scope of Position / Summary:
The Computer Assisted Instruction Specialist works with the Instructional Technology and Design (ITD) Office as part of the academic support structure of the Graduate School of Library and Information Science (GSLIS). The ITD Office works closely with technical and administrative offices within GSLIS to support both online and traditional instruction through the course management infrastructure, technology evaluation and planning, and in-person and online training. This position reports to the Manager of Instructional Technology, who reports to the Associate Dean for Academic Programs, who reports to the Dean of GSLIS. This is a 100% full-time position. Limited evening and weekend hours are required.

Key Responsibilities:
- Train and support faculty, staff and students in their use of instructional technology.
- Work extensively with the Moodle course management system.
- Create training procedures and documentation.
- Evaluate technology for instructional use.
- With other ITD staff, oversee online synchronous class delivery, including support of Elluminate Live
- Supervise graduate assistants with the Manager of Instructional Technology
- Participate in local, regional, and national conferences on behalf of ITD.
- Participate in GSLIS and campus committees.
- Maintain ITD equipment, including computers (both Macintosh and Windows platforms), soundboards, recording equipment and telephones.
- Other related duties as assigned.

Required Education and Experience:
A bachelor’s degree is required. Experience in the field of library and information science and/or distance education is preferred.

Preferred Experience:
- Familiarity with Moodle course management software.
- Teaching and/or training experience.
- Experience working with multimedia and/or audio-visual formats and equipment.
- Experience providing computer support to users.
- Strong oral and written communication abilities, a creative approach to problems, the ability to respond calmly to stressful situations, and the ability to work in a team environment.
- Detail-oriented and self-motivated with an ability to set priorities while working on multiple projects.
Assistant Dean for Infrastructure

Scope of Position / Summary:
To provide leadership in the areas of infrastructure management, including space planning, computer systems administration and helpdesk, and building systems. This position will report directly to the Dean of GSLIS.

Key Responsibilities:
- **Facility Management**: Coordinate space planning with other GSLIS administrators, including the allocation of existing space in the GSLIS building, as well as any future expansion or renovations. Ensure that the GSLIS building is in good repair, and coordinate needed maintenance with campus or external contractors. Working with front-office staff, coordinate relocation services for GSLIS faculty and staff, as needed.
- **Computer Systems**: Supervise IT managers who oversee the systems group and the helpdesk group (the systems group maintains servers and core data systems including, but not limited to, student data, roster data, employee data; the Helpdesk staff provide assistance to faculty, staff and students on the use of IT infrastructure). Evaluate adequacy of current IT systems, services, and staffing with respect to the teaching, research, and public engagement missions of GSLIS; propose to the Dean short-term and long-term plans to maintain, improve, or alter IT systems.
- **Building Systems**: Manage heating, cooling, electrical and chilled water systems; manage and maintain building access systems and database, and building key inventory.
- **Budget and Purchasing**: Provide the Dean with a budget for the maintenance, upgrading, and replacement of IT and building infrastructure at the beginning of each fiscal year; provide periodic spending reports to the Dean during the fiscal year; oversee the purchase of all GSLIS software to ensure license compliance and, through educational discounts or quantity purchasing to keep costs as low as possible; keep an up-to-date inventory of GSLIS-owned property (including hardware and software); maintain copies of all licenses and serial numbers.
- **Administrative**: Provide primary purchasing oversight and approvals (including, but not limited to, licensing agreements, vendor specifications and limitations, and product research); keep software and equipment inventory; coordinate with other assistant and associate deans, and with the dean of GSLIS, to set priorities for IT staff in all parts of the School. Identify areas where GSLIS needs new or improved policies with respect to the use of IT and building infrastructure, coordinate GSLIS policies with campus policies as mandated; advocate for GSLIS interests in campus-level IT policy offices and committees. Serve as GSLIS contact for CITES, the campus computing organization, and as Unit Security Contact.
- **Other related administrative tasks and duties as assigned.**

Required Education and Experience:
- Bachelor's degree
- Knowledge of UNIX/LINUX and operating systems
- Experience in management and administration
- Strong Analytical skills
Associate Director of Advancement

Primary Function of Position:
The Associate Director of Advancement (ADA) is an academic professional position, responsible for assisting with all aspects of development and alumni activities at the Graduate School of Library and Information Science (GSLIS). Specifically the ADA is responsible for establishing and maintaining strategic partnerships between GSLIS and the campus corporation and foundation offices, public and family foundations, government agencies and corporations as well as all aspects of the School’s annual fund. The ADA is a full-time (100% FTE) non-tenure track academic professional position. Travel is required.

Duties and Responsibilities:
The Associate Director will seek to establish optimal relationships with foundation, corporate and annual funds staff in the Office of Institutional Advancement and University of Illinois Foundation, private and family foundations, corporations, and government agencies to identify potential funding for GSLIS programs and faculty projects. The ADA will write all of the School’s annual fund letters and develop and implement strategies to increase donations to the School’s annual fund. The ADA will function in a collegial atmosphere as a team player in a complex research university setting.

The Associate Director supports the GSLIS foundation and corporate relations program and annual fund by:

- Establishing, maintaining and expanding strategic partnerships with public agencies, private and family foundations and corporations, which are of benefit to GSLIS.
- Coordinating significant proposals submitted by GSLIS to public agencies, private and family foundations and corporations.
- Providing training and advisory counsel on foundation, corporate relations and public agency partnerships to unit-based faculty, professionals, administrators, and volunteers.
- Interacting on behalf of GSLIS with key individuals to solicit support from government agencies, foundations and corporations.
- Developing strategies which result in the identification, cultivation, and solicitation of support from targeted government agencies, foundations and corporations which support GSLIS programs.
- Researching and identifying opportunities for support among public agencies, private and family foundations and corporations, then communicating this information to the Office of Institutional Advancement and providing assistance in the development of proposals, facilitating grant discussions and arranging meetings for GSLIS, university, government, corporate and foundation leaders.
- Meeting with the annual funds staff in the Office of Institutional Advancement and the University of Illinois Foundation to establish an annual calendar and strategy for the School’s Annual Fund.
- Writing the copy for all annual fund letters and thank you notes in a timely manner.
- Monitoring all of the annual fund results, including central campus solicitations, annual mail, special funds and telemarketing campaigns.
- Recommending new methods for increasing the number of donors who contribute and the dollars raised through the annual fund.
- Initiating and maintaining a stewardship process for annual fund donors.
- Donor contacts and visits.
- Recording all corporate and foundation contacts, project submissions and donor information on FACTS.
- Attending all trainings, meetings and professional development opportunities that relate to the position.

**Supervision:**
The Assistant Director will report directly to the Assistant Dean for Advancement and Alumni Relations and also to the Assistant Chancellor for Institutional Advancement. The Assistant Dean reports to the Dean, GSLIS; the Dean reports to the Provost.

**Environmental Demands**
Ability to multi-task and prioritize in a changing and challenging academic setting.

**Required Education and Work Experience:**
- A bachelor’s degree is required, advanced degree preferred.
- Experience working in development at a research one university setting.
- Knowledge and experience working with and preparing proposals for corporate and foundation funding.
- Desire to interact with alumni and friends of GSLIS for the purpose of developing long term relationships to achieve support for the School.
- Ability to develop, implement and evaluate various annual fund strategies on an annual basis.
- Establish regular and ongoing relationships including visits with GSLIS alumni and friends.
- Minimum travel is required.

Ability to work with people, multi-task in a rapidly changing academic environment while maintaining good interpersonal skills, communicate both verbally and in writing in a clear and succinct manner. Knowledge of various computer software programs utilized and/or required at GSLIS and the University.
Assistant Dean for Communications

Scope of Position / Summary:
The Assistant Dean for Communications serves as chief communications officer for GSLIS. The position includes the implementation of a comprehensive communications strategy, executed through print, electronic, and Web-based media; managerial and fiscal authority; marketing responsibilities; publishing and editorial duties; and administrative tasks.

Key Responsibilities:

Communications Strategy
- Provide leadership and oversight for the School’s communications program.
  - In consultation with the Dean, formulate overarching communications goals.
  - Develop and execute an annual communications plan focusing on the strategic distribution of information to internal and external audiences.
  - Direct efforts to brand GSLIS, including the creation of a visual identity that complies with campus branding standards.
  - Oversee the development and coordination of print, electronic, and Web-based communications to effectively promote GSLIS.
  - Assess the effectiveness of communications materials and efforts in increasing awareness and educating audiences.
  - Consult with key campus leaders, serving as an advocate for the School, and participate in meetings of the Chief Communications Officers Committee.
  - Administer the School’s Web site, including design, development, organization, and content creation, in order to meet communications goals and comply with campus standards.
  - Interpret campus directives and policies to ensure proper implementation at the School level.
  - Provide professional expertise in directing and assisting GSLIS faculty, staff, and students in their communications efforts.

Managerial Authority
- Supervise the editor for the Bulletin of the Center for Children’s Books, the Director of Publications and Media Relations, graduate assistants, graduate and academic hourly staff, and extra help, including freelancers and practicum students.
- Manage publication schedules and work flow, prioritize projects, and make decisions regarding the assignment of specific projects to staff members and contractors.

Fiscal Authority
- Oversee the publications and communications budgets, manage accounts and records, and make purchasing and hiring decisions.

Marketing Responsibilities
- Work closely with The Johns Hopkins University Press to plan promotional efforts for GSLIS-sponsored journals.
- Direct promotional efforts for other publications sponsored by GSLIS.
- Conduct School-based promotion in accordance with communications goals.
  - Purchase advertising space and write and design ad copy; design and oversee distribution of all promotional materials; write and distribute news releases and event publicity; promote faculty research and accomplishments.
Publishing and Editorial Duties

  - Coordinate with project editors regarding schedules and deadlines; correspond with authors and editors to manage contracts and schedules; work with The Johns Hopkins University Press on journal production; contract out copy editing and proofreading as needed; coordinate artwork; send page proofs to authors; prepare packages for printers; and review dylux copy.
  - Resolve issues related to copyright and licensing.
- Facilitate the work of the Publications Committee, which involves calling meetings, setting agendas, and implementing directives from the Committee.

Administrative Tasks

- Serve as the liaison between the School and the Office of Communications.
  - Report directly to the Dean.
  - Attend regular meetings of the faculty, senior staff, and budget committees.
  - Coordinating projects, such as the newsletters and annual reports, with other administrative staff in the School.
- Complete other related duties as assigned.

Required Education and Experience:

- Bachelor’s degree required; master’s degree and familiarity with the field of library and information science is preferred.
- Strong managerial background.
- Basic accounting, budgeting, purchasing, project planning, personnel management, promotion, and marketing skills.
- Excellent writing, editorial, and production skills for producing promotional materials, including press releases, brochures, annual reports, alumni newsletters, and advertising copy.
- Extensive knowledge of Internet technologies needed to develop and maintain GSLIS websites. Ability to discuss, develop, and implement electronic publishing projects.
- Knowledge of the publications process, electronic publishing, markup languages and/or web editing software, and the management of Internet information services.
**Director of Publications and Media Relations**

**Scope of Position / Summary:**
In consultation with the Assistant Dean for Communications, develop and execute an overall communications strategy for the School with an emphasis on media relations and publications.

**Key Responsibilities:**

**Media Relations**
- Initiate and administer a media relations program, including but not limited to generating story ideas, pitching stories to the UI News Bureau, writing press releases, and handling press inquiries.
- Provide professional expertise and advice to the Assistant Dean for Communications regarding the allocation of tasks relative to media relations, including but not limited to writing assignments for professional staff and day-to-day activities implemented by support staff.
- Develop Web-based resources and tools for the media, including social media.
- Work with the Assistant Dean to write and execute publicity and marketing materials for School events and programs of study.
- Serve as a resource for faculty and staff by providing guidance and assistance for working with the media, including publicizing their research and securing media training when needed.
- In lieu of the Assistant Dean, represent the School Communications Office to campus committees, including but not limited to the Chief Communications Officers meetings.
- Interface with campus communications professionals and campus administrators to keep current with trends in the profession; participate in conferences and workshops as appropriate.

**Publications**
- Develop, research, and write assigned stories and content for School communications, including but not limited to: annual Alumni Newsletter; Annual Report; Advancement Newsletters; quarterly e-newsletters, periodic news releases; recruiting materials for programs of study; advancement and alumni relations materials; and the School Web site.
- Manage production of GSLIS Alumni Newsletters, Annual Reports, Advancement Newsletters, and other printed School recruitment, advancement, and publicity materials. Work directly with and provide direction for vendors, including designers, photographers, and printers.
- Ensure that all school publications adhere to campus policies and standards.
- Coordinate and update GSLIS listings in external directories.
- As assigned, maintain School and other related Web sites.
- Perform other related duties as assigned.

**Required Education and Experience:**
- Bachelors degree in Rhetoric, Communications, Journalism, English, or related field.
- Demonstrated, strong written communications skills.
- Significant experience in public relations, particularly in an academic setting.
- Significant experience in marketing in a publishing setting.
- Knowledge of GSLIS, the Urbana campus, and the University structure.
- Ability to conduct interview and meet deadlines.
Well-organized, communicative, readily adaptable, and capable of working with associate and assistant deans, faculty, and staff on a variety of communications and publicity projects as assigned.