Business Research and Outreach Librarian, Darden School of Business

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Category: Libraries; Business and Financial Services



The University of Virginia Darden School of Business, a global leader in business education located in idyllic Charlottesville, Virginia, seeks a highly motivated **Business Research and Outreach Librarian** to join our library team.

In this pivotal role, you will directly support the teaching, learning, and research missions of the Darden School by providing a wide range of library services to faculty, students, and staff. Through strong liaison relationships and strategic partnerships across departments, you will help connect the Darden community with vital resources and research expertise, both in-person and virtually.

This position is located in-person in Charlottesville, VA and will also support faculty, staff, and students at Darden's Sands Family Grounds in Rosslyn, VA. This role may require some evening and weekend work and may be eligible for a hybrid work schedule.

Key Responsibilities:

Help Advance Darden's Academic and Research Mission:

- Provide expert reference and research support via chat, email, consultations, and strategy sessions.

- Collaborate with Darden departments including the Office of Student Affairs, Career Center, Centers of Excellence, Office of Research Services, and the Case Writing Research Group.
- Contribute to the strategic planning and continual improvement of library collections and services.

Engage in Outreach and Instruction:

- Build strong relationships with students, faculty, and staff.
- Participate in Darden events and create meaningful connections with the community.
- Design and deliver workshops, orientations, and instructional materials both in-person and online.
- Develop and maintain online tools and guides that enhance access to library resources from anywhere in the world.
- Provide training and develop documentation for library staff and student assistants.

Enhance Access to Research Resources:

- Support discovery and use of information resources and databases.
- Stay informed on current research needs across the Darden community.
- Continuously evaluate and improve access to business research tools and data platforms.

Collection Development:

- Assist in building and maintaining business collections in all formats.
- Use liaison insights to guide collection development decisions.
- Collaborate with acquisitions staff and vendors to evaluate and manage resources.

Data Preparation and Research Support:

- Partner with the Office of Research Services to prepare datasets for faculty research.
- Develop tools, workshops, and tutorials that make data more accessible to students.
- Explore innovative technologies, including AI and coding, to enhance access to complex financial and research data.

Professional Development:

- Stay active in local and national library or information science associations.
- Engage in continual learning through UVA's education benefits to enhance your skills and knowledge.

Required Education and Experience:

- Master's degree in Library Science or a related academic discipline.
- Minimum of 5 years of relevant experience.

Knowledge, Skills and Abilities:

- Strong analytical, communication, and presentation skills.
- Proven ability to collaborate effectively in a team-based environment.

- Experience providing research consultations to graduate-level students and faculty preferred.
- Academic or professional background in business, economics, social sciences, or data science preferred.
- Familiarity with business databases (e.g., FactSet, Bloomberg, CapIQ, LSEG Workspace) preferred.
- Experience designing and delivering instructional content is preferred.
- Knowledge of Python and/or statistical software (e.g., R, Stata, SPSS) preferred.
- Coursework in research methods, statistics, or related fields preferred.

To Apply:

Apply online using the following link: http://jobs.virginia.edu/us/en/job/R0079811/Business-Research-and-Outreach-Librarian-Darden-School-of-Business. Internal applicants may search and apply for jobs on the UVA Internal Careers website. Complete the application, and upload the following **Required** materials:

- Resume
- Cover letter detailing your interest in the position

*****Please note that you MUST upload ALL REQUIRED DOCUMENTS into the CV/Resume box, into which multiple documents can be uploaded. Applications that do not contain all of the required documents will not receive full consideration.*****

For this position, the selected candidate will need to complete the required background checks prior to the start date of the position.

This position will remain open until filled.

Questions regarding the application process should be directed to Marcus Rozier, Academic Recruiter, at hjv5vm@virginia.edu.

The University of Virginia is an equal opportunity employer. All interested persons are encouraged to apply, including veterans and individuals with disabilities. Learn more about UVA's commitment to non-discrimination and equal opportunity employment.

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