Overview

Boston University Libraries seeks applications and nominations for our inaugural Associate University Librarian for Data and Operations (“AUL DAO”). Reporting to the University Librarian and serving as a key member of the Libraries’ Executive Team, the person who fills this role is a seasoned professional who will bring broad and diverse experiences and skills to help lead the Libraries’ transition from a traditional academic research library to a modern, data-informed enterprise.

The AUL DAO is a new position: there is no incumbent or predecessor. Its creation is driven by several factors. First, Boston University Libraries is in the process of building a new executive leadership team led by Dr. K. Matthew Dames, who in July 2018 became the first person of color and the first person from outside Boston University to serve as university librarian. Dr. Dames’ vision is for Boston University Libraries to become the most effective and most impactful academic library system in the United States.

Second, Boston University Libraries is a focal point of the University’s strategic planning efforts for the first time in BU’s 180-year history. BU’s academic strategic planning process began in fall 2018 and will continue through spring 2020. We anticipate that the individual who earns this appointment will be ready, willing, and able to help us refine and fully implement our strategic priorities.

Third, The Andrew W. Mellon Foundation has awarded Boston University a grant to help Dr. Dames, the grant’s principal investigator, to recruit select professionals to serve on the Libraries’ Executive Team. A portion of this grant will help fund a startup package for the individual who earns this role. We anticipate the newly-hired executive will use these startup funds to advance the Libraries’ relentless commitment to developing an elite talent chain that provides demonstrable and interstitial value to BU’s students, faculty, and research stakeholders.

Finally, as a key member of a developing Executive Team, we anticipate the executive who earns this appointment will have a grand opportunity to build, envision, reconfigure, and implement key solutions, processes, and policies that serve to advance the Libraries’ and University’s strategic priorities.

The AUL DAO is an unprecedented opportunity for an exceptional individual who has developed a broad and diverse portfolio of executive experiences and skills—honed from within, or even outside, libraries—to help build a contemporary, evidence-based information enterprise, in one of the United States’ most technologically innovative cities, while contributing both to the organization’s future and the future of intellectual work.

Diversity

We expect that the successful candidate will increase the diversity of voices within cultural heritage institutions, and academic libraries in particular. As an integral part of the Libraries’ Executive Team, the AUL DAO not only will be sensitive to the history of exclusion within libraries and other information enterprises, but also will be willing and able to identify, challenge, and eliminate bias or exclusion that may hamper or impair the Libraries’ optimal performance. Through their materials, applicants should clearly demonstrate how they have fostered and implemented an equitable culture that considers diversity to be a competitive advantage.

The Libraries and University greatly value diversity of experience, thought, and perspective. In this
distinctive role, we anticipate that the person we hire will demonstrate and argue persuasively for how their varied experiences—across various years, sectors, and industries—will add value to our organizations. We will be especially interested in candidates whose experience indicates they have a history of navigating effectively amidst diverse audiences, within a large organization, and in a major city. The Libraries carefully has crafted AUL DAO not so much as a job, but instead as a role, whereby a unique individual will add extreme overall value to a developing executive team at a critical juncture in our organizational development.

The Libraries and University also are actively committed to building and sustaining a culture of equity, inclusion, and respect within our staff and student body. BU’s student body is 22 percent international, 19 percent Black and Latinx, and 18 percent Asian. At the university level, five of BU’s eight most recent academic leadership appointments—including the University Librarian—are people of color; the sixth and seventh are the first women to lead the University’s business and journalism schools, respectively. BU also has women leading the University in key executive roles such as Provost and Chief Academic Officer; Vice President and Associate Provost for Research; CIO and Chief Data Officer; General Counsel; and Senior Vice President for Development & Alumni Relations.

For more information on Boston University’s commitment to diversity, equity, and inclusion, please read the University’s Statement on Diversity [https://www.bu.edu/info/about/diversity/]; and Provost Jean Morrison’s statement, “Diversity at Boston University” [http://www.bu.edu/provost/diversity/].

Boston

Regionally, citizens from the Commonwealth of Massachusetts recently have elected the first African-American woman to represent the state in Congress, and people of color are holding positions as police commissioner, sheriff, and district attorney in the City of Boston. During the 2019-2020 academic year, the City of Boston is hosting major events sponsored by the African Studies Association and NAACP, opening a renovated Boston Public Library branch in the city’s historically Black Roxbury neighborhood, and BU will open its renovated Howard Thurman Center for Common Ground in January 2020, concurrent with the University’s collaboration with the City to commemorate the birthday of Dr. Martin Luther King Jr. (GRS’55, Hon.’59)

Boston University Libraries (@bulibraries on Twitter and Instagram) advances the University’s priorities by inventively creating and deploying its talent chain, designing and implementing innovative services, facilitating access to a wide range of scholarly resources in numerous disciplines and formats, and effectively engaging internal and external audiences, both online and across more than 300,000 square feet of space on BU’s Charles River Campus. The Libraries organization is a member of several organizations, including the Association of Research Libraries (ARL), the Coalition for Networked Information (CNI), the Northeast Research Libraries Consortium (NERL), HathiTrust, the Boston Library Consortium (BLC), the Eastern Academic Scholars’ Trust (EAST), the OCLC Research Library Partnership, and the Open Content Alliance.

In July 2019, the University’s distinctive collections division, the Howard Gotlieb Archival Research Center, was integrated into the Libraries after more than 20 years. The return of this division to the Libraries will afford tremendous opportunities for both units on several strategic and operational levels.

Boston University, a member of the Association of American Universities (AAU), is one of the leading private research and teaching institutions in the world, with two primary campuses in the heart of Boston and programs around the globe. Chartered in 1869, the University is home to more than 33,000 students from more than 130 countries, 375,000 living alumni, 10,000 faculty and staff, and 17 schools and colleges.

BU is one of the largest private universities in the United States and one of the Boston area’s largest
employers. The Charles River Campus, the University’s main campus, is located along one of the busiest thoroughfares in the City of Boston, and the city long has been considered by acclamation to be one of the United States’ best cities for quality of life, fitness, and jobs. The growth of BU over the last quarter century is profound, as it has evolved from a regional university with a focus on undergraduate and professional education, to an internationally-recognized, residential research university whose scholars produced more than $485 million of research and published more than 6,200 articles in FY 2018.

In fall 2018, Provost Morrison launched the process charged with developing the University’s next academic strategic plan. In March 2019, the Provost announced that the Boston University Libraries would be the focal point for one of two subcommittees to the Strategic Planning Task Force. The Subcommittee on Scholarly Resources & Services—Libraries, chaired by Dr. Dames, is guiding the University in envisioning how our Libraries can support faculty and students in a digital, interdisciplinary, and collaborative environment.

Duties and Responsibilities

The portfolio of the Associate University Librarian for Data and Operations will include three discrete yet interrelated areas. While it is possible that qualified candidates may not have executive experience in all three portfolio areas, we encourage candidates with strong experience in at least one portfolio area to demonstrate how their skill set is effectively transferrable to both of the other two portfolio areas.

Portfolio Area I: Data and Analytics

In this portion of the portfolio, the AUL DAO will:

- Lead development and implementation of a new, evidence-based program of applied research that measures and steadily improves the Libraries’ staff, services, scholarship, spaces, and stories;
- Lead both the development and answering of appropriate research questions and other necessary lines of inquiry that improve the Libraries’ value to BU’s students, faculty, staff, and associated research communities;
- In collaboration with key campus stakeholders such as Analytical Services & Institutional Research and Sourcing & Procurement, lead the Libraries in envisioning, establishing, capturing, reporting, displaying, preserving, recycling, and sharing quantitative and qualitative data that fosters improved data-informed decisions;
- Lead periodic and recurring institutional reporting for and to various communities and partners, including Association of Research Libraries and New England Commission of Higher Education; and
- Lead development of research and data that the Libraries’ Executive Team will use to create and implement an evidence-based annual budget and to guide investments and expenditures in all areas of the Libraries’ enterprise.

Portfolio Area II: Operations

In this portion of the portfolio, the AUL DAO will:

- Lead development, implementation, enforcement, and audits of key operational policies, practices, and procedures that facilitate, promote, and enforce adherence to the Libraries’ and University’s strategic priorities;
- Oversee strategic directions for the Libraries’ space and physical plant portfolio, including maintenance, remodeling and renovation, development, and space allocation;
- Hire and develop staff, systems, and partnerships to ensure space projects are launched and completed with appropriate resources in accordance with strategic and academic priorities;
- Represent the Libraries in appropriate University councils, working groups, and fora; and
- Advise and consult with units, personnel, and executives across the University as appropriate and
within scope of the position and organization.

**Portfolio Area III: Talent**

In this portion of the portfolio, the AUL DAO will:

- Directly supervise staff and operations in the Libraries' branches, principal collections, and security and safety units;
- In partnership with the University Librarian, BU Human Resources, and other key stakeholders, oversee Boston University Libraries’ world-class talent process and operations; and
- Oversee the reenvisioning of the Libraries’ robust student employment operation.

**Qualifications**

For this executive role, Boston University Libraries seek a person with the minimum following qualifications:

- A completed graduate degree from an accredited United States research university;
- Five years’ experience working in, advising, or substantively collaborating with higher education or cultural heritage institutions (although we also look forward to reviewing applications from executives with requisite experience from the non-profit and government sectors); and
- Demonstrated experience in one or more of the following areas: administrative operations, space or facilities management, fiscal management, law and policy, human resources, project management, or data analytics.

Preferred candidates also will provide evidence of the following qualifications:

- At least seven years’ substantive and demonstrated knowledge of, ability to communicate effectively about, and ability to develop solutions for higher education, cultural heritage, non-profit, or government organizations in one or more of the following areas: administrative operations, space or facilities management, fiscal management, law and policy, human resources, project management, or data analytics;
- At least seven years’ experience in positions of increasing responsibility and leadership, including supervision of professionals, within a higher education, cultural heritage, non-profit, or government unit or organization;
- Substantive and demonstrated knowledge of strategies, policies, and best practices for running complex multimillion-dollar information enterprises, especially those within colleges and universities;
- Substantive and demonstrated knowledge and experience in developing, managing, and strategically investing resources from higher education budgets;
- Substantive and demonstrated knowledge, experience, and success with fundraising and grant writing, and in managing grant funded projects effectively;
- Strong collaborative and empathetic leadership skills;
- Fundamental applied knowledge of intellectual property and copyright issues, especially as such issues pertain across myriad aspects of an academic library’s operations and services;
- Strong and demonstrated commitment to diversity, equity, respect, and inclusion; and
- A proven record of accomplishment in completing complex projects on time and within budget.

**Compensation**

Boston University Libraries will provide a competitive compensation package that is appropriate for a position of this scope, stature, and level of responsibility.
Applications

Interested candidates should assemble the following materials, in the following sequential order, in a single, unlocked Adobe Acrobat (.pdf) file:

- A formal letter of application (cover letter), addressed Michael Mitton, Talent Acquisition Specialist, Boston University;
- A résumé or curriculum vitae;
- Sample publication or comparable non-confidential writing sample (10 pages maximum); and
- Names and email addresses of five professional references.

Please name the submitted Acrobat file as follows: bul2019-auldao_yourlastname.

You will post the completed Adobe Acrobat file to Boston University’s Human Resources site. The Tracking Code for this position is 7732. You may contact Mr. Mitton at mmitton@bu.edu if you have any questions.

Review of applications will begin in September 2019 and continue until the Libraries fill the position. The Libraries will not contact references until the finalist stage.

Boston University is committed to fostering a diverse University community within a supportive and respectful environment. We believe that diversity is essential to our success as a leading research university with a global reach and is an integral component of excellence.

Boston University prohibits discrimination against any individual on the basis of race, color, religion, sex, age, national origin, physical or mental disability, sexual orientation, or because of marital, parental, or veteran status. Boston University strongly encourages minority group members, veterans, disabled individuals, and women to apply for positions for which they are qualified and that are of interest to them.