ERCA Job Announcement

Fall 2021

The University Library Department at the University of North Texas is seeking to hire an Electronic Resources & Contracts Assistant (ERCA) to support the acquisition of online resources for the library’s collection.

To apply, follow this link: <https://jobs.untsystem.edu/postings/50232>

**Summary of position**

The Collection Development Department is part of the Collection Management Division. Serving both internal and external customers, the Division provides selection, acquisition, cataloging, processing, and collection maintenance services for the collections of the UNT Libraries.

The Collection Development Department is responsible for acquiring information resources to support teaching, research, and learning at UNT. A large portion of the library budget is spent on electronic resources such as databases, digital collections, streaming video, and other online materials. The ERCA assists in the work of reviewing contracts and licenses to ensure adherence to Texas state law and University and Library guidelines. The ERCA works directly with vendor representatives, other library staff, and University legal personnel to review contractual terms. The ERCA also assists in troubleshooting the resources themselves. This position offers significant opportunity for professional growth in an area of increasingly desirable expertise in the library field.

**Position responsibilities**

Responsibilities of the position include but are not limited to:

* Reviews contracts and licenses for new and renewing electronic resources, including conducting a thorough analysis of missing required and preferred language. Under guidance of supervisor, communicates with materials vendors as well as UNT colleagues to negotiate inclusion of best possible language in contracts. Regularly seeks updates to, and appropriately documents, contract requirements and preferences from Library, UNT, and the State of Texas.
* Oversees contract records management by routing contracts for signature appropriately, maintaining appropriate documentation, and by working with the Office of General Counsel, and campus and system signatories to achieve best-possible completion of the contracts process.
* Appropriately and clearly communicates with and instructs library employees about pertinent contract restrictions and other concerns for specific electronic resources.
* Reviews and updates all contract-related policies and procedures annually and as needed.

**Required qualifications**

The preferred candidate will possess the following minimum qualifications:

Bachelor’s Degree and one year of progressively responsible library experience; or any equivalent combination of education, training, and experience. The following knowledge, skills, and abilities are required:

* Extensive knowledge of library principles and policies, and knowledge of specialized area functions and workflows.
* Experience in working effectively with students, faculty, staff, and the community.
* Ability to utilize multiple computer applications toward increased productivity in a rapidly changing environment.
* Strong leadership skills.
* Excellent written and oral communication skills.
* Ability to establish and maintain effective working relationships.
* Knowledge of safe working procedures and security measures related to work performed.

**Preferred qualifications**

The preferred candidate will possess the following additional qualifications:

Experience with any of the following:

* Technical writing
* Contracts
* Copyright
* Evaluating online resources

**Special application instructions**

* Applicants must submit a resume, a cover letter and a list of three professional references with their online application.

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