

LIBRARIAN

W.E. UPJOHN INSTITUTE FOR EMPLOYMENT RESEARCH

Position Summary

The W.E. Upjohn Institute for Employment Research seeks a dynamic and creative library professional skilled in providing exemplary service in an academic setting. The Librarian is responsible for the management and development of all aspects of library and information retrieval services to support Institute research and program activities. The incumbent assists in the facilitation, dissemination, and archiving of the digital format of Institute publications, writings, and research, as well as co-manages the Institute archives to preserve the permanent records of the Institute. The ideal applicant will be proficient in providing reference service for print and digital collections, with a focus on social science/economics, government documents, and grey literature.

Position Requirements

Master's degree from an ALA-accredited library and information science program required. Must be highly motivated and service oriented with a strong desire to expand skillset. Excellent interpersonal and communication skills required. Preferred qualifications include:

- Experience with integrated library systems and digital repositories, along with national cataloging and metadata standards
- Proficiency with Microsoft Office/M365 and ease in working across cloud and client settings
- Ability to work both collaboratively as a team member and independently, and to adapt to rapidly shifting priorities, goals, and deadlines
- Strong background and advanced secondary research skills in both print and digital resources, particularly government documents and policy research
- Familiarity with reference/citation managers such as Zotero or Mendeley

About the W.E. Upjohn Institute for Employment Research

Since 1932, the [Upjohn Institute](#) has functioned as one of the world's leading independent, non-partisan, and non-profit labor economics research organizations, seeking to research the causes and effects of unemployment and to devise ways and means of alleviating hardships caused by unemployment. The Institute also houses the administrative arm of the local workforce development programs.

The Institute is fully committed to the continued development and support of an environment of inclusion. The Institute has an active diversity, equity, and inclusion committee whose recent recommendations led to enhanced personnel policies and employee benefits and expanded staff training and professional development opportunities.

Starting salary is \$55,000 - \$65,000 based on experience. The Institute offers a generous benefits package.

Application Instructions

Submit resume and letter of interest including salary requirements to hr@upjohn.org.