ROBERT W. WOODRUFF LIBRARY

Head of Data Services

Discover Your Career at Emory University

Emory University is a leading research university that fosters excellence and attracts world-class talent to innovate today and prepare leaders for the future. We welcome candidates who can contribute to the excellence of our academic community.

Position Summary:

Reporting to the Director of Collections and Open Strategies within the Research, Engagement, and Scholarly Communications (RESC) division and overseeing a new team of experienced data specialists, the Head of Data Services provides strategic leadership and operational oversight for the Libraries' data-related services. This highly collaborative position advances the library's mission to support research, teaching, and learning by developing, managing, delivering and promoting scalable and aligned services in such areas as research data management, data literacy, data visualization, geospatial data, and computational research support. The Head works closely with library leadership to ensure the library remains agile and responsive to the evolving data needs across disciplines. It collaborates extensively with campus partners, including the Office of Information Technology, relevant research departments, and research offices to meet these needs.

EMORY UNIVERSITY
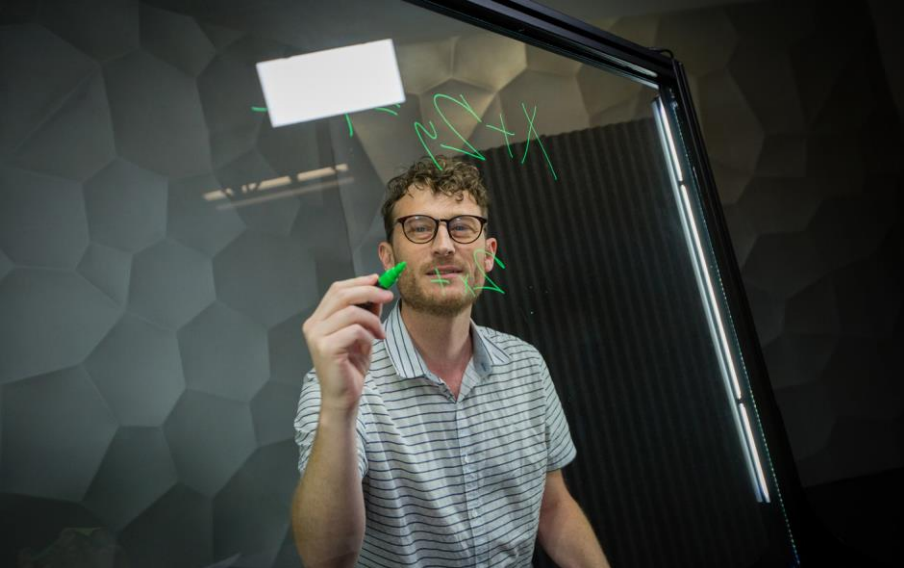
Professional Responsibilities

- Participate in professional and scholarly associations; maintain membership and accreditation; participate in meetings, conferences, and workshops; serve in appointed or elected positions.
- Maintain up-to-date professional knowledge and skills related to job responsibilities and current trends in higher education, academic libraries, and information technology.
- Adhere to guidelines in the Emory Handbook Governing the Librarian series for Faculty-Equivalent Librarians regarding appointment, renewal, and promotion.
- Participate in library and campus committees.

Salary:
Commensurate with qualifications and experience

Position Availability:
Immediately

Key Responsibilities

Essential Responsibilities & Duties

Administration and Managerial Responsibilities
- Manage a team by developing a plan based on assessment of university programs, staffing, and collections.
- Support a matrix approach to data services, partnering with groups such as subject librarians, the Woodruff Health Sciences Center Library (WHSCL) and Emory Center for Digital Scholarship (ECDS)
- Partner and collaborate with campus stakeholders (e.g., IT, research offices, academic departments) to support interdisciplinary data initiatives.
- Coordinate recruiting, hiring, orientation, training, supervision, evaluation, and development of staff and student employees.
- Work with existing data team members to identify priorities for additional data support staff.
- Provide coaching, mentoring, and guidance to direct reports while encouraging effective communication and collaboration across the team.

Data Services
- Oversee daily operations, budget planning, and resource allocation for the Research Data Services team.
- Develop and promote data services and programming related to the full research data cycle across the library and campus.
- Contribute to the team's portfolio of services by providing consultations and instruction in at least one of these areas: data visualization, qualitative research methods, data cleaning support, methods and analytics support, or text and data mining.
- Identify emerging trends and assess user needs to develop new or enhanced services and resources related to data services.

Qualifications

Required Qualifications

- A master's degree in library and information science and/or an advanced degree in a relevant discipline.
- Three years of managerial or supervisory experience or equivalent.
- Five or more years of experience and expertise working in data services/support (quantitative, qualitative, textual, geospatial), research data management, or closely related area within an academic or research setting.
- Demonstrated commitment to the provision of high-quality service and instruction.

Information Session

Join Our Information: Head of Data Services
Date: January 13, 2026
Time: 2:00- 3:00 PM (ET)
Details: Learn more about the position, our data initiatives, and what we're seeking in the next Head of Data Services.

If you're interested and available to join, please register here to receive the Zoom webinar link:

🔗 Head of Data Services Information Session

Preferred Qualifications

- Ability and enthusiasm for teaching data tools and methods to university researchers across multiple levels and disciplines via multiple modes (in-person, online, group settings, one-on-one).
- Familiarity with data support tools.
- Background that demonstrates proficiency with tools for working with qualitative and/or quantitative data (e.g., R, STATA, NVivo, MAXQDA, etc).
- Familiarity working with scripting languages such as R or Python for data management and cleanup.
- Familiarity with AI applications within the data services environment.

Application Procedures

Interested candidates should review the applications requirements and apply online at https://apply.interfolio.com/177574

Applications may be submitted as Word or PDF attachments and must include:

1. A current resume or curriculum vitae (CV)detailing your educational background and relevant professional experience.

2. A cover letter that includes a statement of interest, describing your qualifications and relevant experience, as well as your interest in this position and in contributing to the mission and values of Emory.

3. On a separate document list the names, email addresses, and telephone numbers of 3 professional references including a current or previous supervisor.

Candidates applying by January 26, 2026, will receive priority consideration.

Review of applications will continue until the position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer and encourages applications and nominations from women, minorities, people with disabilities, and veterans.

General Information

Professional librarians at Emory Libraries are 12-month faculty-equivalent positions evaluated annually with assigned ranks renewable for 3 or 5 years based on experience and background. Appropriate professional leave and funding is provided. Depending on educational credentials and position, librarians may be considered for a shared/dual appointment between the library and academic department as a faculty member.

Librarian appointees at Emory generally have educational credentials and professional backgrounds with academic library experience and/or disciplinary knowledge and demonstrate a commitment to continuous learning, professional engagement and involvement, research and scholarship, creativity, innovation, and flexibility. Such backgrounds will normally include a graduate degree from an ALA-accredited library and information science program AND/OR a discipline-specific master's OR doctoral degree. In addition to professional competence and service within the library in the primary job assignment, advancement and/or appointment renewal requires professional involvement and contributions outside of the library and scholarly activities. Candidates must show evidence or promise of such contributions.

Emory provides an extremely competitive fringe benefit plan that includes personal leave, holiday pay, medical and dental plans, life insurance, courtesy scholarships, and tuition reimbursement just to name a few.

For a full list of benefit programs, please go to

http://www.hr.emory.edu/eu/benefits/.

About
Emory Libraries

Emory Libraries staff, including student workers, number approximately 350 with an overall library budget of approximately $42 million. Emory University Libraries is a member of the Association of Research Libraries (ARL), the Association of College and Research Libraries (ACRL), the Atlanta Regional Council for Higher Education (ARCHE), the Coalition for Networked Information (CNI), the Center for Research Libraries (CRL), the Council on Library and Information Resources (CLIR), the Digital Library Federation (DLF), International Federation of Library Associations and Institutions (IFLA), and the Scholarly Publishing & Academic Resources Coalition (SPARC) as well as regional associations including the Association of Southeastern Research Libraries (ASERL) and Georgia Library Learning Online (GALILEO).

The Emory University Libraries include the Robert W. Woodruff Library, which is also home to the Goizueta Business Library, the Heilbrun Music and Media Library, and the Stuart A. Rose Manuscript, Archives, and Rare Book Library. Other library spaces include the Science Commons, Cox Hall Computing Center, the Library Service Center operated in collaboration with the Georgia Institute of Technology, the Woodruff Health Sciences Center Library, the Pitts Theology Library, the Hugh F. MacMillan Law Library, and the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta.

About
Emory University

Emory University is internationally recognized for its outstanding liberal arts college, superb professional schools, and one of the South's leading health care systems. Emory's beautiful, leafy main campus is located in Atlanta's historic Druid Hills suburb and is home to 8,079 undergraduates and 7,372 graduate and professional students. As the second largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately, 37,716 and an annual operating budget of $5.6 billion. Emory University received $831 million in research funding in fiscal year 2020.

Ranked among the top 20 Association of Research Libraries (ARL) in North America, Emory University Libraries in Atlanta and Oxford, Georgia is the interdisciplinary intellectual commons for Emory University. The collections at the nine Emory Libraries include more than 5.6 million volumes, 400,970 electronic journals, over 1.6 million electronic books, and internationally renowned special collections. The Stuart A. Rose Manuscript, Archives, and Rare Books Library is home to over 190,000 cataloged titles and more than 19,000 linear feet of manuscript material. Rose Library's collections span more than 800 years of history, with particular depth in modern literature and poetry, African American history and culture, political, social and cultural movements, and the University's archives.

About the Surrounding Community

Emory's Atlanta campus is centrally located in the metro-Atlanta neighborhood of Druid Hills. You'll be just a short drive away from renowned research centers, museums and music venues, global corporations, and a world of opportunity that you can only find here.

Nowhere else can you find hip-hop and history, Fortune 500s and flowering magnolias all in one place. The birthplace of Martin Luther King Jr., Atlanta is home to former US President Jimmy Carter, the CDC, Coca-Cola, and chicken and waffles, there's nowhere quite like Atlanta. Here, you'll make personal discoveries and professional connections to last a lifetime.

Atlanta is an international hub for health care, business, arts, and culture. From the Centers for Disease Control and Prevention to the High Museum of Art, the city is brimming with world-renowned institutions where you can make your mark.

Whether your passion is public service, health care, activism, or the arts, you can grow it in Atlanta. Emory partners with institutions around Atlanta and is home to numerous centers, so that you can make connections and discover a career path that fulfills you.

Learn more about Centers, Insitutes, and Partners.

About Emory's Benefits

- Emory provides financial incentives for your participation in healthy activities. Healthy Rewards and Incentives: www.hr.emory.edu/eu/rewards/healthy-incentives/index.html

- Paid Parental Leave – Emory University provides paid parental leave to eligible staff employees who experience the birth or adoption of a child, up to 6 weeks.

- Emory offers 11 holidays per year.

- Three (3) Winter Recess Days (falls between Christmas and New Year's) – paid leave.

- Emory supports a variety of flexible work arrangements to increase the agility of our workforce, and to improve work-life effectiveness.

- Emory offers Tuition Reimbursement www.hr.emory.edu/eu/benefits/faculty-staff/tuition-reimbursement/index.html

- Courtesy Scholarship available to eligible Emory employees and their family members https://www.hr.emory.edu/eu/benefits/faculty-staff/courtesy-scholarship/index.html

- Emory offers 403(b) retirement programs with Fidelity Investments and TIAA-CREF.