



EMORY | LIBRARIES



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

Reports to the Director of the Goizueta Business Library (GBL) within the Research, Engagement, and Scholarly Communications (RESC) division; participates as an active member of a highly collaborative business library team, sharing responsibilities for creating, delivering and marketing business intelligence products and services to the Goizueta Business School (GBS), and in support of business research needs across the broader Emory community. This individual assumes liaison roles that parallel GBS's academic areas and programs, building relationships with area faculty and offering customized content creation, delivery and instruction. Contributes to discussions about GBL's strategic direction at weekly staff meetings; as a member of RESC, attends monthly RESC division meetings and contributes to the programmatic and collaborative work of the RESC Division and the broader Emory libraries community.

Business Librarian

Information Session

Join Our Information Session: Business Librarian

Date: March 3, 2026

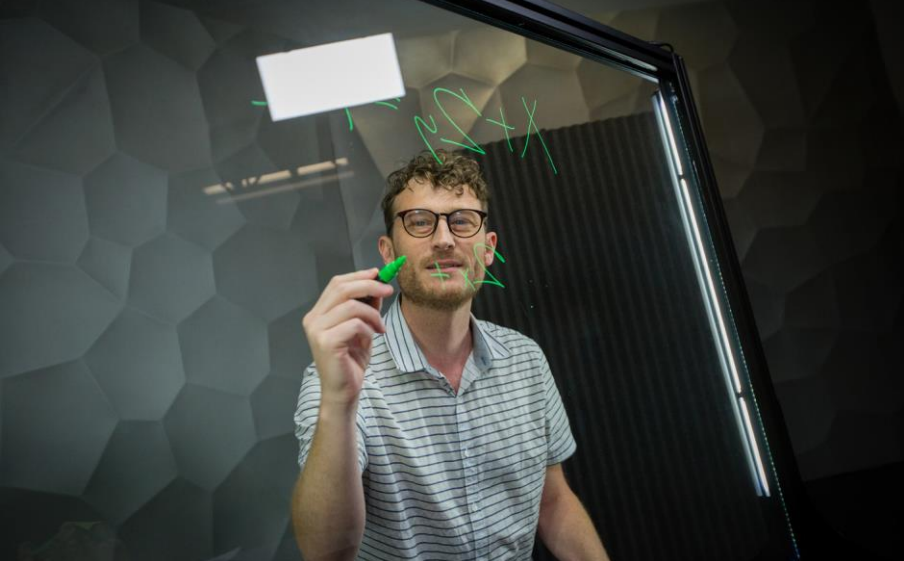
Time: 3:00-4:00 PM

Details: Learn more about the position, our data initiatives, and what we're seeking in the next Business Librarian.

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

 [Business Librarian Webinar](#)

EMORY UNIVERSITY



Professional Responsibilities

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

Salary:

Commensurate with qualifications and experience

Position Availability:

Immediately

Key Responsibilities

Essential Responsibilities & Duties

Liaison Roles

- As liaison to a GBS program, develops and nurtures relationships with program Dean and staff, coordinates activities such as new student onboarding, and shares timely information with GBL team to ensure ongoing awareness about program curriculum, admissions, and programmatic shifts.
- As liaison to an academic area, develops relationships with area faculty, including gathering intelligence about research and teaching that informs GBL collection and content development and instruction.

Research Services, Consultations, Instruction Services, & Collection Development

- Provides highly customized research consultation services to GBS faculty, students, staff and alumni in support of course projects, career preparation, professional development, lifelong learning, and student activities such as case competitions, clubs, career treks, clubs and entrepreneurial initiatives.
- Maintains a schedule of weekday, evening, and weekend desk hours.
- Develops and teaches customized instruction focused on business intelligence skills necessary for critical thinking and problem solving.
- Evaluates digital sources to meet current and future curriculum and research needs.
- Gathers qualitative and quantitative data to assess the user experience, evaluate GBL's value proposition, and identify opportunities for improvement.

Outreach & Engagement

- Proactively connects with Goizueta communities to identify new opportunities and foster relationships through outreach and engagement including networking events, case competitions, clubs, speaker series, and alumni back-to-school events.
- Participates on GBS communications platforms to message about GBL's services and expertise.
- Attends GBS program, student and staff updates, such as Town Halls and Dean Staff Meetings, to stay abreast of the school's strategic directions and initiatives.

Emory is an equal opportunity employer, and qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status or other characteristics protected by state or federal law. Emory University does not discriminate in admissions, educational programs, or employment, including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training. Students, faculty, and staff are assured of participation in university programs and in the use of facilities without such discrimination. Emory University complies with Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act, and applicable executive orders, federal and state regulations regarding nondiscrimination, equal opportunity, and affirmative action (for protected veterans and individuals with disabilities). Inquiries regarding this policy should be directed to the Emory University Department of Equity and Civil Rights Compliance, 201 Dowman Drive, Administration Building, Atlanta, GA 30322. Telephone: 404-727-9867 (V) | 404-712-2049 (TDD).

Emory University is committed to ensuring equal access and providing reasonable accommodations to qualified individuals with disabilities upon request. To request this document in an alternate format or to seek a reasonable accommodation, please contact the Department of Accessibility Services at accessibility@emory.edu or call 404-727-9877 (Voice) | 404-712-2049 (TDD). We kindly ask that requests be made at least seven business days in advance to allow adequate time for coordination.



Qualifications

Required Qualifications

- ALA-accredited master's degree in Library and Information Science
- Minimum of two years' experience delivering business research services in an academic or corporate environment
- Proven commitment to providing consistent, customized, high-quality services and instruction
- Strong ability to set priorities, meet deadlines, and complete tasks and projects in a timely manner
- Demonstrated capacity to thrive in dynamic, evolving environments and to adapt to shifting needs and priorities

Preferred Qualifications

- Proficiency using a range of business databases (e.g. Mintel, LSEG Workspace, SimplyAnalytics, Factiva, etc.).
- Knowledgeable about using and recommending appropriate Generative AIs, including consultations and instruction.

Application Procedures

Interested candidates should review the applications requirements and apply online at <https://apply.interfolio.com/181764>.

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

- 1) 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.
- 2) A **current resume or curriculum vitae (CV)** detailing your educational background and relevant professional experience.
- 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 March 20, 2026 will receive priority consideration. Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks 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, Institutes, 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.

