

Case Western Reserve University seeks a forward thinking, inclusive, and collaborative individual for the Library Human Resources & Administration Coordinator position.

POSITION DESCRIPTION Under the general direction of the Human Resources and Diversity Team Leader, but with a great deal of independence, the Coordinator Human Resource and Administration oversees library human resources and organizational operations, procedures, and policies in the areas of community outreach, personnel, recruitment, training and development, staff recognition and student employment. The coordinator position will support senior leadership in defining strategies and needs of the organization in the areas of personnel, organizational assessments, equity, and diversity. The coordinator will support the administrative team with organizational programming and events for community outreach and diversity. This includes planning programs, developing implementation schedules, and preparing budgets. This position must be capable of using independent judgment and discretion in a public, yet confidential office environment. Within a rapid paced environment, this position must be adaptable to changes in priorities, requires a high level of attention to detail and organization, initiative and proactive problem-solving, multitasking, and the ability to communicate clearly and effectively.

ENVIRONMENT: Consistently ranked as one of the country's leading private research institutions, [Case Western Reserve University](#) is a member of the [Association of American Universities \(AAU\)](#) that offers a robust learning environment for approximately 5,792 undergraduate and 6,400 graduate and professional students. Students enroll in the schools of [dental medicine](#), [engineering](#), [management](#), [medicine](#), [law](#), [nursing](#), and [social work](#) and the [College of Arts and Sciences](#). Students can further engage with 100 interdisciplinary academic and research [centers and institutes](#), all within an academic culture that promotes and values innovation of all kinds. Situated in Cleveland's vibrant University Circle cultural community, CWRU is an integral partner with world-class cultural organizations such as the Cleveland Museum of Art, the Western Reserve Historical Society, the Cleveland Botanical Garden, and the Cleveland Museum of Natural History.

The [Kelvin Smith Library](#) is the knowledge and creativity commons of Case Western Reserve University and part of a library system with over three million titles in print and digital formats. KSL is home to the University Archives and Special Collections and manuscripts consisting of over 17,000 linear feet, the [Kulas Music Collection](#), and the [Freedman Center for Digital Scholarship](#) which advances research by partnering with scholars and students to explore and develop new forms of scholarship. KSL is a member of the Association of Research Libraries (ARL), OhioLINK, the Coalition for Networked Information (CNI), HathiTrust, and the Center for Research Libraries. In 2019 KSL was the recipient of the ACRL Excellence in Academic Libraries Award. KSL affiliate libraries include the [Cleveland Institute of Art Library](#), the [Cleveland Institute of Music Robinson Music Library](#), the [Rock and Roll Hall of Fame Library](#), and a cooperative relationship with the [Western Reserve Historical Society Research Library](#).

QUALIFICATIONS Education and Experience: High school education and 6 years of relevant experience, or Bachelor's degree and 1 to 3 years of experience.

SALARY This position is a SG 12 with a minimum of \$46,035. The salary will be offered to commensurate with qualifications and experience.

APPLICATION PROCESS The full job description and application information are available at <https://bit.ly/3MhdWUv> Job ID 12262. Please submit CV and Cover Letter.

CWRU LIBRARIES DIVERSITY STATEMENT The Case Western Reserve University Libraries are deeply committed to achieving racial justice, and promoting a culture of anti-racism, inclusion, equity, and diversity, so all people are welcome, heard, empowered, and valued.

[CWRU DIVERSITY STATEMENT](#): In employment, as in education, Case Western Reserve University is committed to Equal Opportunity and Diversity. Women, veterans, members of underrepresented minority groups, and individuals with disabilities are encouraged to apply.