



The Hertie School of Governance prepares exceptional students for leadership positions in government, business, and civil society. The School also offers experienced professionals the opportunity to deepen their skills in the field of public management. A renowned international faculty with expertise in economics, business, law, political and social science take an interdisciplinary, policy-oriented approach to the School's teaching and research agenda. The Hertie School is an international centre, with a variety of first-rate academic projects and a diverse student body. The School actively engages in public debate with its wide range of events bringing together experts from academia and the world of practice. The School was founded in 2003 as a project of the Hertie Foundation, which remains the major partner.

The Hertie School of Governance seeks to fill the position of an experienced

Library Manager (m/f)

on a full or part time basis (30 to 40 hours/week)

The post is for an initial 2 years; starting date as soon as possible.

Your tasks:

- Independent management of the university library including personnel and budget responsibility
- Conceptual planning and implementation of innovative library and information services, taking recent developments (open access, research data management) and efficient use of resources into account
- Inventory coordination, enhancement and growth along with subject indexing
- Overall responsibility for the procurement and transfer of information (both analog and digital), conduct of negotiations with information providers
- Transfer of information and media competence, provision of user training courses
- Drawing up and planning of library space requirements along with the preparation of space planning and pertinent conversion blueprints
- Representation of the library within the university and vis-à-vis professional, national and international bodies
- Direct report to the President

Your profile:

- University degree (preferably M.A. LIS) as well as occupational and management experience at a scientific library
- Substantive proximity to the faculty's range of subjects desired
- Sound knowledge of contemporary communications, informational and publication practices in the humanities and social sciences
- Clear-cut strategic and conceptual ideas for the future development of the university library as a central service provider of scientific information about teaching and research
- Experience with electronic media, library-specific software (preferably PICA) and the computing infrastructure of libraries

- Well-founded knowledge of formal and substantive indexing systems (RDA)
- Excellent command of English and German both orally and in writing (the Hertie School's working language is English); further foreign language skills are considered additional assets
- Proven management and leadership competence as well as high levels of social and communicational competence, persuasive power, assertiveness and flexibility
- A large measure of commitment, individual initiative and responsibility complete with a pronounced service mentality.

We offer an exciting international work environment at the interface between economics, politics, science and civil society as well as a challenging range of duties. The Hertie School of Governance has been certified as a family-friendly work environment in higher education and an equal opportunity employer. Working hours may be varied within the framework of applicable statutory provisions. For further information about the Hertie School please visit our website: www.hertie-school.org.

To Apply: If we have aroused your interest, we look forward to receiving your complete application portfolio including cover letter and CV, your salary expectations and information as to your availability under applications@hertie-school.org. Please send your portfolio **by 13 June 2017** as a PDF file under the heading "Library". Strict confidentiality is assured.

If you should have any questions regarding this position, please contact Michaela Jobb, Manager Library, at jobb@hertie-school.org.