



TEXAS A&M **INTERNATIONAL** UNIVERSITY



POSITIONS PROFILE 2025

SUE & RADCLIFFE KILLAM LIBRARY

Metadata & Cataloging Librarian
Online Learning & Instruction Librarian
Scholarly Communications Librarian

Searches are managed in partnership with Summit Search Solutions, Inc.



The Sue & Radcliffe Killam Library at Texas A&M International University (TAMIU) is seeking three (3) vibrant, collaborative, and creative librarians to advance academic excellence and support to over 8,500 students in Laredo, Texas—a dynamic city known for its bilingual and bicultural richness. This opportunity invites librarians to apply who are passionate about innovative service, student success, and community engagement within a diverse academic environment.



ABOUT TEXAS A&M INTERNATIONAL UNIVERSITY

Texas A&M International University (TAMIU) is an international university, poised at the Gateway to Mexico and serving as the cultural and intellectual hub of a vibrant multilingual and multicultural community.

As a member of The Texas A&M University System, Texas A&M International University (TAMIU) is a primarily Hispanic-serving, public university founded in 1970. Its 300-acre campus is in northeast Laredo on a former ranchland donated to secure higher education in South Texas. TAMIU provides more than 8,500 students with a learning environment anchored by the highest quality programs, built on a solid academic foundation in the arts and sciences. To fulfill its mission, the University offers a range of baccalaureate and masters programs. Programs focus on developing undergraduate and graduate offerings with a progressive international agenda for global study and understanding across all disciplines. The University also offers Doctor of Philosophy degrees in Criminal Justice and International Business.

As the University's mission maintains: TAMIU nurtures its students' academic and social development through instruction, research, and service to be responsible and productive members of our global society.

Now a regional University of choice, TAMIU is home to five colleges: the [College of Arts and Sciences](#), the [A. R. Sanchez, Jr. School of Business](#), the [College of Education](#), the [College of Nursing and Health Sciences](#) with its Dr. F. M. Canseco School of Nursing, and [University College](#).

Like the communities it serves, the University continues its dynamic growth with the dedication of the City of Laredo Tennis Complex at TAMIU and the current construction of the Health Sciences Education and Research Center and Western Hemispheric Trade Center expansion, both valued at more than \$72 million and projected for substantial completion in late Fall 2025.

Accolades:

- TAMIU has been recognized as one of the nation's Top Ten-ranked Southern Colleges in *Washington Monthly Magazine's* 2024 *College Guide* "Best Bang for the Buck," ranking #5. TAMIU also earned a #2 ranking for low net price.
- *WalletHub* recently ranked TAMIU 8th among Texas's Top Ten Universities in its "2025 College & University Rankings" and was the only A&M System regional campus to crack the "Top Ten".
- *Niche*, a Pittsburgh-based company that annually ranks colleges, awarded TAMIU an overall grade of A. Other *Niche* TAMIU rankings included being recognized as the #4 "Best Value in Texas", #7 "Top Public Universities in Texas", and the #11 "Best College in Texas".

Unique Academy and Early College High School at TAMIU:

The Julieta & Frank Staggs Academy of International and STEM Studies is an innovative, University-level academy on the TAMIU campus for highly gifted and motivated high school juniors and seniors. Staggs Academy students earn early college credit while in high school and are part of the extended TAMIU community.

The Hector J. Garcia Early College High School, a Laredo Independent School District campus, is also located on the TAMIU campus. Selected students are dual-enrolled in high school and University classes and earn University credit.

Accreditation: Texas A&M International University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, masters, and doctorate degrees.





ABOUT THE SUE & RADCLIFFE KILLAM LIBRARY

The Sue and Radcliffe Killam Library began its first year of operation in 1995, in a four-story facility that balances traditional print library resources with electronic library services. Its environment has been cultivated as a welcoming and open library that preserves and provides access to a rich, diverse, and enduring source of knowledge to inform, engage and inspire intellectual and creative endeavors.

Library users have access to more than 1.2 million items that include 800,000+ eBooks, 89,000+ eJournals, and 240+ research databases. The Killam Library also houses substantial and unique collections of archival materials in its Special Collections and Archives. The Library has a wide variety of resources, service platforms, and tools to meet the users' diverse needs. A notable feature is the Research Information Online (RIO) repository, launched in 2021, which provides open access to scholarly materials such as theses, dissertations, faculty publications, and datasets. The Library's first floor includes an art gallery showcasing works by local sculptor Helen Richter Watson, a computer lab, and a Starbucks café. Academic Support services are located on the first floor, offering free tutoring, study skills workshops, and peer mentoring to help students succeed academically.

In May 2024, Dr. Colleen Harris was appointed as the first-ever Dean of the Killam Library. With a scholarly background in library and information science, poetry, and mythological studies, Dr. Harris is committed to enhancing the Library's role in student success and fostering a vibrant campus community.

The Sue & Radcliffe Killam Library stands as a testament to the vision and generosity of its namesakes, providing invaluable resources and support to the TAMU community.





ABOUT THE POSITIONS

Metadata & Cataloging Librarian

Full-time at the Assistant Librarian rank.

This is a non-tenure track professional faculty position with an initial appointment of three years and renewable for up to five years at a time as qualified by *Texas A&M University System Policy 12.07*.

Reporting to the Dean of the Library, the Metadata & Cataloging Librarian coordinates the Metadata and Discovery Unit, managing unit staff and overseeing the cataloging, classifying, accessioning, linking, and labeling of Library materials so that they are accessible to Library patrons. This position works closely with colleagues to evaluate and document policies, procedures, and workflows for traditional cataloging, database maintenance, and non-MARC metadata creation.

Primary Duties:

- Managing the creation, maintenance, and enhancement of metadata across multiple discovery platforms and Library systems including the use of applicable tools for manipulating data (e.g., MarcEdit, Open Refine, Alma normalization rules, XML);
- Overseeing cataloging operations in the Metadata & Discovery Unit, establishing policies and procedures for cataloging and metadata creation;
- Performing original and complex copy cataloging; creating and enriching metadata for Library materials in all formats, including monographs, serials, audiovisual, digital, and electronic resources; ensuring compliance with cataloging and classification practices, standards, and schema;

- Performing catalog maintenance, including name and subject authority file maintenance and creating original authority records;
- Developing appropriate standards, policies, procedures, and workflows for the cataloging department with a special emphasis on metadata projects, including those pertaining to descriptive, administrative, and technical metadata schemas for digital collections for the Library's current and future systems;
- Directing cataloging assistants regarding choice of records, modifications, call numbers, subject headings, cataloging rules, and local practices;
- Creating original cataloging records in non-MARC formats for the University repository;
- Compiling and analyzing cataloging data for reporting to internal and external agencies;
- Staying abreast of best practices, emerging technologies, and evolving standards in technical services through professional development activities, conferences, and engagement with relevant professional organizations.
- Selecting, training, supervising, and evaluating metadata and discovery personnel;
- Participating in special projects and serving on committees relating to the Library, the University, system, and consortia;
- Participating in activities and professional service for professional development and to incorporate new ideas and technologies in service to the campus and Library missions;
- Serving as a liaison to assigned academic departments for research and instruction support;
- Other duties as assigned.

Required Qualifications:

The successful candidate must have:

- An earned Master's degree in Library Science or equivalent degree from an American Library Association (ALA)-accredited institution. Candidates nearing degree completion will also be considered but must have earned the Master's degree before appointment;
- Demonstrated experience with OCLC or a similar bibliographic utility;
- Knowledge of cataloging and classification practices, standards, and schema such as MARC, RDA, AACR2, LCSH, LCC;
- Knowledge of traditional cataloging practice and of emerging methods, including a current awareness of national trends and development in cataloging, metadata standards, and information retrieval;
- Demonstrated potential for advancement in rank.

Preferred Qualifications:

- A strong desire to serve first-generation students;
- Two years related experience;
- Experience developing cataloging and metadata workflows and training staff in an academic library environment;
- Experience using relevant tools and services, such as MarcEdit and Open Refine;
- Knowledge of non-MARC schema such as Dublin Core and MODS.



Online Learning and Instruction Librarian

Full-time at the Assistant Librarian rank.

This is a non-tenure track professional faculty position with an initial appointment of three years and renewable for up to five years at a time as qualified by *Texas A&M University System Policy 12.07*.

Reporting to the Dean of the Library, the Online Learning and Instruction Librarian works with Library colleagues to engage the campus community with Library collections and resources via instruction, workshops, and creating multimedia learning objects to integrate Library resources into the online learning and research experience. This position will build relationships with students, faculty, and academic and administrative units across campus to raise awareness about the various ways Killam Library services and collections can serve as essential partners in student support and elevation of TAMU research and creative activities.

Primary Duties:

- Designing, developing, curating, revising, and delivering effective online instructional plans and resources, using accessibility guidelines and principles, best practices in pedagogy and instructional design, and relevant library and higher education standards;
- Raising awareness and actively promoting increased use of Library services and resources among online, hybrid, and remote students and faculty;
- Gathering data to assess the quality and impact of online instruction services;
- Teaching and hosting workshops in both face to face and online modalities in the Library's instructional program based on goals and strategies derived from professional library standards and frameworks for information literacy;
- Promoting Library instruction and use of collections via outreach to students and faculty, particularly for online and hybrid courses and degree programs;
- Collaborating with others and working individually to produce and maintain a variety of informational and instructional materials such as online tutorials, reference guides, and self-paced learning modules in Springshare LibGuides, Blackboard Ultra, and other platforms;
- Assisting faculty with locating OER to supplement Library materials used for their teaching;
- Collaborating with University faculty, staff, and students to promote and integrate information literacy and use of Library collections through the use of online resource guides, video tutorials, and self-paced learning modules;
- Conducting research consultations both online and face to face;
- Serving as a liaison to the Graduate School, eLearning, and other academic and nonacademic departments across campus;
- Maintaining knowledge of, and engaging in, continuous professional development to keep up with trends and best practices in online learning design and delivery in service to the campus and Library missions;
- Serving as liaison to assigned academic departments for research and instruction support;
- Participating in special projects and serving on departmental, University, and professional committees;
- Other duties as assigned.

This position requires face-to-face interactions through a regular schedule of attendance on campus and in the workplace.

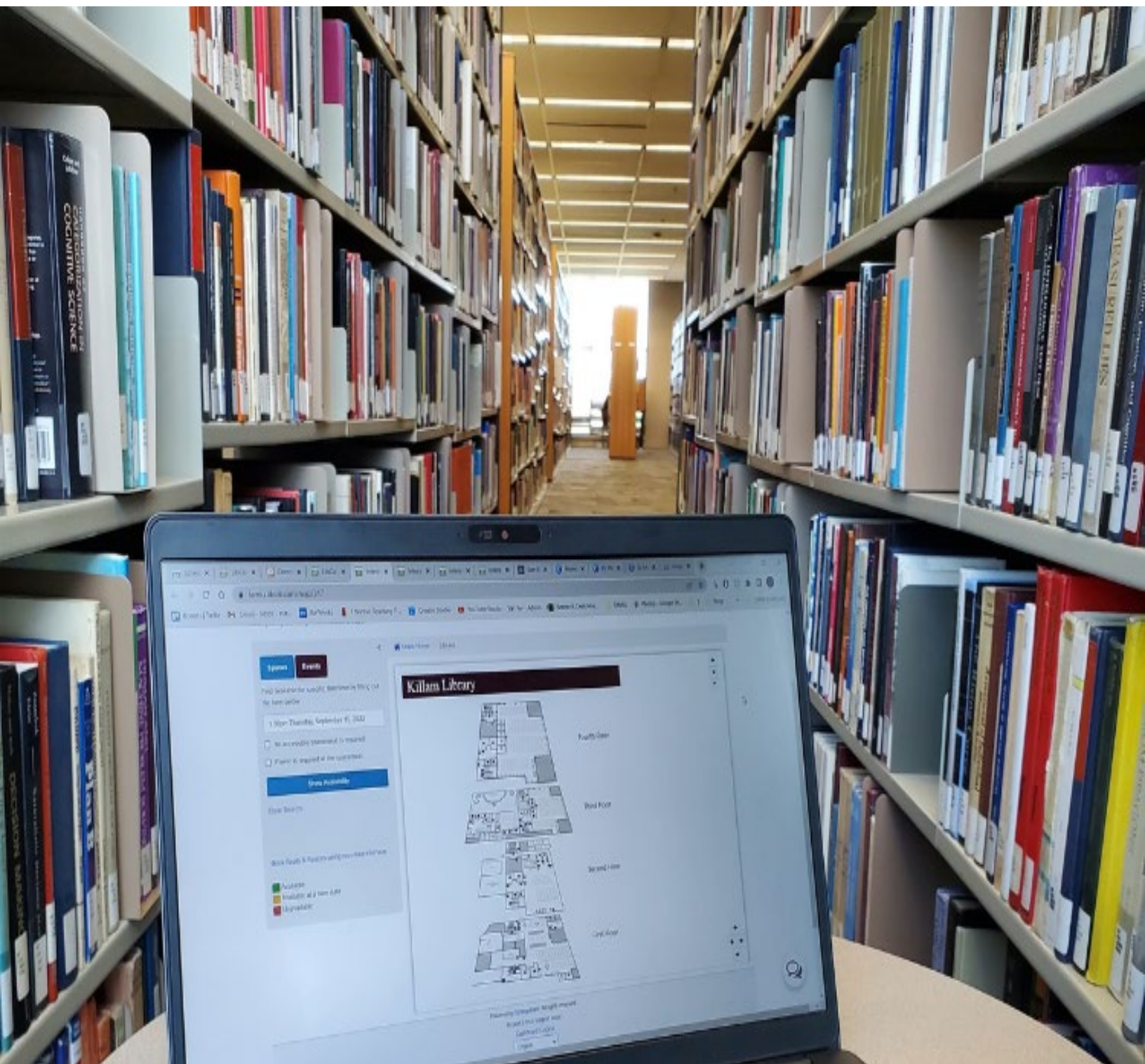
Required Qualifications:

The successful candidate must have:

- An earned Master's degree in Library Science or equivalent degree from an American Library Association (ALA)-accredited institution. Candidates nearing degree completion will also be considered but must have earned the Master's degree before appointment;
- Demonstrated experience or familiarity with multimedia learning object creation (video, audio, and visual);
- Demonstrated potential for advancement in rank.

Preferred Qualifications:

- Experience designing and administering information literacy instruction and incorporating best pedagogical approaches to information literacy both in-person and virtually;
- Familiarity with current and emerging trends in librarianship in the area of online and asynchronous instruction;
- Experience or familiarity with using Learning Management Systems (Blackboard, Canvas, Moodle, etc.);
- Experience or familiarity locating, using, adapting, and/or creating open educational resources (OER);
- A strong desire to serve first-generation students;
- One to two years of related experience.



Scholarly Communications Librarian

Full-time at the Assistant Librarian rank.

This is a non-tenure track professional faculty position with an initial appointment of three years and renewable for up to five years at a time as qualified by *Texas A&M University System Policy 12.07*.

Reporting to the Dean of the Library, the Scholarly Communications Librarian is a member of the Research & Assessment Department. This position leads Library efforts to educate campus on scholarly communications topics, support open educational resources (OER) and open access (OA) initiatives, and elevating the research profile of TAMU via collections, publishing support, and programming. The Scholarly Communications Librarian is a member of the Research & Assessment Department and will collaborate with Library colleagues across units to support Library and University goals. This individual will coordinate, administer, and provide instruction and programming for Library efforts related to generating, collecting, disseminating, and amplifying campus research, scholarship, and creative activities.

Primary Duties:

- Collaborating with University faculty, staff, and students to develop, promote, and integrate open scholarship;
- Designing and providing instruction, continuing education, online resources and guides, and consultations related to scholarly communication topics (open access, copyright and Creative Commons licensing, publishing processes and tools, author rights, research data management, etc.);
- Developing workflows for, promoting, and providing instruction for Research Information Online (RIO), Killam Library's digital repository, as well as developing workflows and programming for other scholarly and creative activity publishing venues (such as OJS);
- Coordinating and administering the Library's open access book publishing platform;
- Providing support for Killam Library's OER activities in collaboration with campus stakeholders;
- Planning, implementing, and evaluating sustainable services and policies that support open access, preservation, and broad dissemination of University research and data;
- Maintaining knowledge of, and engaging in, continuous professional development to keep up with trends in scholarly communication, research data management, copyright and other licensing, and emerging technologies related to scholarly communication;
- Serving as a liaison to assigned academic departments for research and instruction support;
- Participating in special projects and serving on committees relating to the Library, the University, and consortia;
- Participating in activities and professional service for professional development and to incorporate new ideas and technologies in service to the campus and Library missions;
- Serving on departmental, University, and professional committees;
- Other duties as assigned.

Required Qualifications:

The successful candidate must have:

- An earned Master's degree in Library Science or equivalent degree from an American Library Association (ALA)-accredited institution;
- Demonstrated experience with processes, workflows, and educational programming development related to scholarly communications, open access, and/or open educational resources;
- Demonstrated working knowledge of relevant information technology principles and emerging technologies relevant to scholarly publishing and communication;
- Demonstrated potential for advancement in rank.

Preferred Qualifications:

- A strong desire to serve first-generation students;
- Two years academic library experience;
- Experience leading scholarly communication projects, publishing, and programs and/or implementing relevant technologies, preferably in an academic library environment;
- Demonstrated experience with research data management planning;
- Experience with:
 - Media creation and preservation (video, audio, and visual);
 - Open access platforms (Digital Commons, Pressbooks, etc.);
 - Scholarly publication, copyright, and research data management;
 - Open educational resources (OER) and related platforms, and organizations;
- Experience designing and administering instructional materials for varied audiences including undergraduate students, graduate students, and faculty.

TAMU offers competitive salaries and a benefits package including health insurance, retirement benefits, and life insurance. Financial support for professional development opportunities, such as attending academic conferences, is also provided. Moving expenses are covered in whole or in part by the University.





HOW TO APPLY

TAMU, in consultation with Summit Search Solutions, Inc., will begin a confidential review of application materials immediately and continue until the positions are filled; parties who apply by **July 8, 2025** will be given first consideration. The positions will remain open until filled. Please submit a **1) CV/resume, 2) Letter of application addressing your qualifications, 3) Philosophy of librarianship, 4) Unofficial transcripts specifying conferred/ABD degree, 5) Names and contact information of three current professional references.**

To apply online, click: <https://theapplicantmanager.com/jobs?pos=su456>

For more information or to offer recommendations or nominations:

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Texas A&M International University shall provide equal opportunity for employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information or veteran status, or any other classification protected by federal, state or local law and strives to achieve full and equal employment opportunities throughout the system.

Applicants are subject to a criminal history investigation and employment is contingent on the results of the criminal history investigation.



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education and nonprofit communities nationwide. Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Kansas, Maryland, New York, North Carolina, and Texas.



ABOUT LAREDO, TEXAS

Laredo is located at an enviable crossroads of international business and life and its history is hallmarked by seven sovereign flags.

Living in Laredo, Texas is appealing for several reasons. Centrally located, Laredo is 156 miles south of San Antonio and 158 miles west of Corpus Christi. One of the state's and nation's fastest growing communities, Laredo is a diverse city with a colorful environment and tropical climate that affords a pleasant lifestyle for all.

Deep in the heart of South Texas, two countries, each with their own distinct cultures and history, meet along the banks of the Rio Grande River. Here in Laredo, they meld together to create an entirely unique experience. This charismatic city exists rich with natural beauty and steeped in history. Founded in 1755, Laredo tells its fascinating, centuries-long story through incredible cuisine, authentic cultural and historical experiences, one-of-a-kind festivals, and a wide variety of budget-friendly activities both indoors and out. Its welcoming people are always ready to greet you with a smile and brag about the place they're proud to call home.

Boasting an International airport, along with its El Metro Bus System makes getting around Laredo easy. As you enjoy this walkable city, you will discover, hand-crafted coffee drinks, colorful murals and inspiring artworks, authentic confectioner treats, and through its many museums, you will learn about the agricultural heritage of this 269-year-old city that has lived under seven flags. San Bernardo Avenue is lined with eclectic import shops and authentic Mexican goods ranging from pottery and art pieces to jewelry, leather goods, home décor, and more. As a foodie you will find authentic Mexican cafes and food trucks alongside international cuisine that includes Chinese, Thai, Italian, Japanese, Vietnamese, Spanish and Salvadoran along with Texas BBQ.

- **Low cost of living:** Laredo has a low cost of living compared to the national averages.
- **Climate:** Winters are mild and Summers are hot and dry.
- **Community:** Residents enjoy a diverse community and family-oriented culture.
- **Cultural richness:** As a border city, Laredo offers a vibrant blend of Mexican and American cultures.
- **Employment:** As a major U.S.–Mexico trade hub, employment opportunities in transportation, customs brokerage, and international business are plentiful.

To learn more about Laredo, click to visit:

[City of Laredo, Texas](#)
[County of Webb](#)
[Laredo Convention and Visitors Bureau](#)





TEXAS A&M INTERNATIONAL UNIVERSITY



THE INTERNATIONAL