UM Libraries Technical Services Production Group Teams
Expression of Interest/Call for Applications
Guidelines, Instructions, Schedules

The Library's Technical Services Transitional Team is seeking applicants for 63.5 FTE positions in five newly formed Production Groups. **All Technical Services staff must express an interest in one or more positions.** Those not expressing an interest will be assigned positions at the discretion of the Director of Technical Services. Staff from other Divisions may also apply.

Please submit a separate application for each position of interest. Each application should include:

- Completed expression of interest cover sheet
- Answers to application questions, on no more than three pages:
  1) Why are you interested in this position/team?
  2) Describe your relevant knowledge, skills, experience and competencies.

Placement committees will review applications and recommend appointments to the Director of Technical Services. A placement committee will interview all applicants for the five Production Group Leader positions. For all other positions, interviews will be required if there is more than one qualified applicant for a position, as determined by the search committee. Appointments may be recommended without an interview in searches where there is only one qualified applicant for a specific position.

Individuals will be selected on the basis of their expertise, contributions, commitment, interest and motivation in relationship to the vacant position.

Job descriptions will be available in the Technical Services Director's Office as of January 11, 2002.

Applications for the Exempt and LT I-III positions are due in the Technical Services Director's Office no later than the close of business on the January 30, 2002

Positions will be offered to applicants between February 25-March 1, 2002.

Positions not filled by the Library's internal search process will be prioritized and opened to the public via the Campus' normal search process as soon as possible.

The TS Transition Team hopes to announce the appointments of the Exempt and Library Technician Staff by March 11.

The TS Transition Team will strive to maintain the above schedules; however, schedule adjustments may be necessary to accommodate unforeseen obstacles.

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