

CALL FOR PROPOSALS FOR ALISE STATISTICAL DATA MANAGER

The Association for Library and Information Science Education invites proposals for a data manager to oversee production of the ALISE Statistical Report. Preference will be given to qualified individuals from schools, colleges, and departments of library and information science at ALISE member institutions. The term is three years, renewable for a period of three additional years, commencing September 1, 2017. The new statistical report manager's responsibilities will commence with the production of the 2018 report, which includes data collected in December 2017.

ABOUT THE ALISE STATISTICAL REPORT

The *ALISE Statistical Report* is an annual publication of statistical information about library and information science education. All ALA-accredited programs submit data regarding faculty, students, curriculum, income, expenses and continuing education each year. The data are made accessible to ALISE members through a link from the ALISE website.

CRITERIA FOR SELECTION

Preferred Manager's Qualifications

Qualifications for the manager include experience in project management; data management; statistical expertise; editorial expertise; and contacts with stakeholders in LIS education. Knowledge of database design and development is essential.

Sponsoring Institution's Commitment and Capability

Commitment includes providing time and other resources to the manager and all members of the managerial team to carry out their responsibilities. ALISE will provide an honorarium of \$16,000 per year.

MANAGER'S RESPONSIBILITIES

The *ALISE Statistical Data Manager* will be responsible for editorial development and oversight of the statistical database. This may include

- a) ensuring that the annual call for data submission goes out in a timely and consistent manner;
- b) ensuring that the data are accurately and consistently reported by all ALA-accredited programs;
- c) resolving any issues with data submission, formatting, access, etc.;
- d) consulting with the ALISE Executive Director regarding any policy or other issues/changes related to reporting of ALISE statistical data;
- e) making recommendations to the ALISE Board (via the Executive Director) about the need for improvements to the statistical report processes and products, including production costs, pricing, marketing, products for sale and other related matters;
- f) submitting semiannual reports to the ALISE Board (via the Executive Director) regarding significant activities from the previous quarter, goals for the upcoming quarter, policy recommendations, and other matters upon request; and
- g) performing trends analyses and making recommendations about the future development and improvement of the ALISE statistics process and reporting activities. The manager is expected to meet with the ALISE Board of Directors, in person or virtually during the annual conference, beginning in 2018.

PROPOSAL REQUIREMENTS

Statistical Data Manager Qualifications

1. Detail experience in project management; data management; statistical expertise; and editorial expertise. Identify contacts with stakeholders in LIS education. Describe knowledge of database design and development.
2. Provide two letters of recommendation that address capabilities, qualifications and achievements.
3. Provide curriculum vitae.

Institutional Capacity and Commitment

1. Describe your institution's resources to support this position.
2. Provide a letter of commitment from the institution.

SUBMISSION GUIDELINES

The proposal should not exceed 2500 words (excluding curriculum vitae, letters of recommendation, letters of commitment from higher administration, and other materials). Email your complete proposal package (single PDF document) to the address listed below in this RFP.

PROPOSAL DEADLINE

Proposals must be submitted by July 1, 2017. Proposals will be reviewed as they are submitted. The selection will be announced August 1, 2017.

DIRECT ALL INQUIRIES AND EMAIL PROPOSAL MATERIALS TO:

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