



## **JOB TITLE**

Director of the Library/Head Librarian

## **SUMMARY**

This is an 11-month administrative position with (non-tenure track) faculty rank within the Hugh A. and Edna C. White Library at Spring Arbor University in Spring Arbor, MI. The director of the library should be an enthusiastic, experienced, and innovative leader who demonstrates the ability to work collaboratively with faculty and staff to leverage library initiatives and resources to provide library services and support for students and faculty at the main campus, online, and across its various locations and delivery systems.

## **RESPONSIBILITIES**

- Provide visionary leadership to achieve the library's strategic goals.
- Represent and advocate for the interests of the library to the academic and administrative community.
- Develop new initiatives and services and apply emerging technologies to foster learning and research throughout the university community.
- Lead the team of faculty librarians and professional staff to result in the smooth and effective operations of the library.
- Prepare the annual library budget for Academic Affairs and authorize the expenditure of budgeted library funds.
- Maintain well-organized procedures for the selection, acquisition and cataloging of physical and online collections, books, periodicals, and other library materials to support the university curricula.
- Manage the library's electronic resources, including all databases, serials, and consortia, including the annual evaluation of those resources.
- Manage the library's Integrated Library System.
- Evaluate and manage the physical spaces and resources of the library to ensure best practices, up-to-date configuration and access to materials, and general effectiveness regarding student access to needed information.
- Work to integrate the library's resources and services into SAU curriculum and coursework by collaborating with faculty and other academic professionals.
- Participate in the design of information literacy curriculum and information literacy instruction.
- Open Educational Resources (OER) advocate and representative.
- Lead the library's Freshman Outreach Initiative.
- Ensure that the library's website and resources to access information are complete and current.
- Ensure Faculty liaison and collection development subject specialists are in place for academic programs as needed.

- Ensure adequate coverage of library reference services for students, via in-person, email, chat and phone.
- Maintain and strengthen collaborative relationships with consortia and other groups, including Midwest Collaborative for Library Services, Association of Christian Librarians, and Michigan Academic Library Association.
- Exercise sound, unbiased judgment in solving problems and managing conflict.
- Participate in the Leadership Team, Academic Senate, Graduate Council, faculty meetings, and other meetings in order to represent and advocate for the interests of the library to the academic and administrative community.
- Other duties, as assigned.

## **REPORTING RESPONSIBILITIES**

- Reports to Associate Vice-President for Academic Affairs.

## **QUALIFICATIONS**

- A Master's Degree in Library Science, Library & Information Science, or related discipline from a regionally accredited institution is required.
- Five years of experience working in an academic library and/or teaching is preferred.
- Experience managing librarians, faculty, and/or staff is strongly preferred.
- Strong computer skills required, and familiarity with Blackboard or other online learning management systems is helpful.
- Must have good communication skills, be self-motivated, possess good supervisory skills, be results oriented, be able to prioritize work and manage multiple priorities, and have budget management skills.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Spring Arbor University is a community of learners distinguished by our lifelong involvement in the study and application of the liberal arts, total commitment to Jesus Christ as the perspective of learning, and critical participation in the contemporary world. The successful candidate will be able to articulate how they would seek to integrate the Christian faith into their discipline and will be someone who enjoys working with students and other faculty. Individual will exhibit a life and service that is in full accord with the Spring Arbor University Concept and Community Covenant.
- Experience working in multicultural academic environments preferred and individuals from diverse populations are encouraged to apply.

Applicants may submit a resume, cover letter, and letters of recommendation at <https://arbor.peopleadmin.com/postings/1483>