



Position Description

Library Director

Department: Weeks-Townsend Memorial Library (WTML)

Reporting Line: Associate Provost for Academic Affairs

Appointment: 12-month, full-time administrative staff

Overview

Provide strategic and operational leadership for a student-centered academic library. Oversee the operating budget primarily dedicated to database and electronic resource management. Ensure responsible fiscal stewardship, effective supervision of personnel, meaningful student engagement, and alignment with institutional mission and SACSCOC standards. This salaried administrative position requires professional flexibility, including evening and occasional weekend programming.

Primary Duties

Library Leadership & Administration (primary responsibility)

- Provide overall leadership for library operations, services, and personnel.
- Develop and implement short- and long-term goals aligned with institutional strategic priorities.
- Manage and monitor the annual library budget, with primary oversight of database subscriptions and electronic resources.
- Oversee vendor contracts, licensing agreements, renewals, and cost evaluations for digital resources.
- Ensure operational continuity through documentation, policy development, and cross-training.
- Maintain compliance with copyright, licensing, accessibility, and privacy regulations.

Personnel & Work-Study Management

- Supervise three full-time library employees, providing evaluation, mentorship, and accountability.
- Recruit, train, schedule, and supervise approximately five student work-study employees.
- Develop structured workflows to maximize work-study effectiveness while maintaining high service standards.
- Foster a collaborative, student-focused service culture across all staff levels.

Student-Focused Services & Programming

- Maintain a visible administrative presence that promotes a welcoming, academically supportive environment.
- Develop and coordinate student-centered programming, including research workshops, literacy initiatives, and engagement events.
- Plan and implement evening and occasional weekend programming aligned with student needs.
- Collaborate with faculty to support instructional goals and research competencies.

Collections, Systems & Assessment Oversight

- Oversee collection development with emphasis on digital resource alignment to curricular needs.
- Ensure effective operation of the integrated library system and discovery platforms.
- Collect, analyze, and report library usage data to inform budgeting and decision-making.
- Prepare assessment documentation consistent with SACSCOC standards, demonstrating library effectiveness and institutional support of student learning.

Institutional Engagement & Reporting

- Serve on institutional committees and contribute to academic planning initiatives.
- Prepare concise administrative reports related to budgeting, assessment, and accreditation.
- Represent the library in campus-wide strategic discussions and planning efforts.

Required Qualifications

- Master's degree in Library and Information Science (MLIS/MLS) from an accredited institution.
- Demonstrated experience in academic library administration or operations.
- Experience managing budgets and supervising professional and student personnel.

- Experience maintaining SACSCOC standards for libraries and creating compliance narratives for new academic programs.
- Strong organizational, communication, and leadership skills.
- Familiarity with database management, electronic resource licensing, and integrated library systems.

Preferred Qualifications

- Experience in a small college or teaching-focused institution.
- Demonstrated success managing work-study programs and student-centered programming.

Union Commonwealth University (the "University") is committed to maintaining an educational, employment, and business environment free of all forms of discrimination. The University provides full and equal access to its educational services, classes, and programs without regard to and prohibits discrimination based on the protected characteristics of age (40 and older), race, color, national origin, ancestry, religion, sex (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, AIDS/HIV status, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, status as a smoker or nonsmoker, medical condition, sexual orientation, marital status, or because an individual is perceived to have one or more of the foregoing characteristics, or any other status protected by federal, state, or local laws