

JOB DESCRIPTION

The University of Dallas Cowan – Blakley Memorial Library invites applications for an Associate Dean of University Libraries and Research. This position is a non-tenure track faculty position and will be hired at the rank of Associate Librarian.

Reporting to the Dean of University Libraries and Research, this position is responsible for managing access services, including circulation, interlibrary loan, systems administration, web development, and the university's institutional repository. The Associate Dean also assists with library personnel management, strategic planning, and library assessment.

Start date is January, 2020.

PRIMARY RESPONSIBILITIES

- Manages the integrated library systems, SirsiDynix Symphony, and all related products.
- Oversees the circulation and interlibrary loan departments, including managing departmental staff.
- Serves as the main content manager for all library websites; works closely with other library faculty to update and implement website changes.
- Works closely with University Archives to update and maintain the institutional repository; adds faculty and student content when required.
- Manages 14 library faculty and staff, including staff annual reviews, hiring new employees, and conflict resolution.
- Assists the Dean of University Libraries and Research with library strategic planning and assessment.
- Administers other library technology systems including OCLC Tipasa, Springshare LibApps, OpenAthens, Ebsco Discovery Service, StackMap, and others.
- Initiates and supervises special projects as necessary and appropriate.
- Serves as a member of the reference team, assisting with reference desk staffing as necessary.

MINIMUM REQUIREMENT

Master's degree from an ALA-accredited Library Science program and at least five (5) years of access services / systems experience; Significant experience in library management is required. Preference will be given to candidates with experience with SirsiDynix Symphony.

PREFERRED QUALIFICATIONS

- Integrated library system management (preferably SirsiDynix Symphony)
- Web development and design using HTML, CSS, JAVA, etc.
- UX design and implementation
- Strong interpersonal and communication skills and the ability to work with and manage a diverse group of faculty, staff, students and library patrons.
- Excellent analytical, organizational, and time-management skills
- Ability to initiate, plan, and successfully carry out projects and meet goals and deadlines.
- Problem solving and trouble-shooting skills.

APPLICATION

Candidates should submit a letter of interest outlining their qualifications for the position and a curriculum vitae detailing all academic and professional experience. (References will be requested from candidates selected to interview on campus.)

All applications should be submitted online at:

<https://hr.udallas.edu/apply/>

Questions regarding this position should be directed to:

Cherie Hohertz

Dean of University Libraries and Research

972-721-5040

chohertz@udallas.edu

Inquiries regarding a posting can be made via fax, email or in person at:

Office of Human Resources

Cardinal Farrell Hall

1845 E. Northgate Dr.

Irving, TX 75062

Fax: (972) 721-4095

E-mail: hr@udallas.edu

WHO WE ARE

The University of Dallas is a Catholic university that seeks to educate the whole person, encouraging its students to pursue wisdom, truth and virtue as the proper and primary ends of education (<http://www.udallas.edu/about/mission.php>). All faculty members are expected to understand and support the mission.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.