

Director of the Library

Department: Northern Seminary Library
Reports to: Dean of Academic Affairs
Part-Time Position

Position Summary:

Northern Seminary seeks an innovative leader for the administration of the Library System and to provide Academic Support for onsite and distance learning. Responsibilities for the position include: strategic planning and operational leadership in an increasingly online and distance student body; developing, implementing and evaluating policies and procedures for the Library; and training and supervising Library personnel. In addition, the Director will manage the Special Collections and Archives. The Director of the Library will manage library services for remote students as well as those in attendance at Northern's four locations: Lisle (Main) campus, Lawndale Center (Chicago), South Side (Chicago), and Cincinnati OH.

Job Responsibilities

- Direct strategic planning and goal-setting initiatives to enhance the Library's effectiveness as an innovative learning and discovery center for the Lisle, South Side, Lawndale and Cincinnati libraries.
- Supervise and train part-time support staff to perform the day-to-day functions of circulation, reserves, interlibrary loan, acquisitions and serials, book-binding, cataloging, stack management, student workers; and support of distance learning.
- Maintain and nurture network relationships with local, regional, and national and international consortia: (ACTS, CARLI, OhioLINK, WorldCat); and with other mutually beneficial networks.
- Manage financial resources consistent with university policy, setting priorities for various resource needs, providing program analyses, and participating in strategic and long-range planning for the University.
- Identify future steps for organizing, preserving, and making accessible the archive and special collections.
- Teach current information literacy processes and standards to faculty, staff, and students.
- Develop resources to support student success in writing and research.
- Identify and secure, in cooperation with the Northern Seminary Development staff, external funding support for Library initiatives.
- Participate on academic and regional committees, programs, and projects, as assigned.

- Perform other services, duties as assigned by the Dean of Academic Affairs.

Minimum Requirements

- Master's Degree in Library Science (MLS) or equivalent from an ALA-accredited institution.
- Undergraduate or advanced degree in religion, theology, biblical studies, or related disciplines
- 5 years' cumulative experience in reference, collection management (including special collections and/or archives), cataloging, acquisitions, and circulation
- Library staff supervision
- Excellent oral and written communications skills
- 2-3 years' experience in analytical and strategic planning skills
- 2-3 years' experience in budgetary management (including vendor contracts)
- 1-2 years' experience in library (information literacy) instruction
- Experience participating on faculty and college committees
- Extensive knowledge/experience using library software and vendor interface systems (including ebook and other electronic platforms)
- Extensive knowledge of academic writing guides (i.e., Turabian APA, MLA)

Preferred Requirements

- Advanced degree in religion, theology, biblical studies, or related discipline from an accredited seminary or graduate school.
- 5 years' library management/supervisory experience.
- At least 2 years' experience in a graduate institution.
- 1-2 years' experience in online instruction
- Familiarity with I-Share, OhioLINK, or similar consortia services
- Experience supporting distance learners
- Experience supporting main and satellite library users

- Experience developing/maintaining library website
- Experience developing library handbook for faculty, staff, and student workers
- Experience grant-writing and fundraising for libraries or nonprofits

The Library Director will have faculty status and work closely with faculty to ensure that the library holds sufficient resources for theological study and ministry preparation. The Director will also represent Northern Seminary as a governing member of the Consortium of Academic & Research Libraries in Illinois (CARLI); a member of the Library Council of the Association of Chicago Theological Seminaries (ACTS); the American Theological Library Association (ATLA).