

Position: Director of the Library Services**Location: Moore, OK****Start Date: August 2024****Director of the Library Services**

Randall University seeks a full-time Director of the Library Services with a Christian worldview beginning August 1, 2024 or sooner. The RU Library supports the mission and objectives of the University by providing quality resources and services necessary for research, intellectual advancement, and lifelong learning. Randall University is a small, Christian liberal arts institution with an FTE (full-time equivalent) enrollment of approximately 300 students. The candidate will be the sole full-time librarian on staff. Thus, the ideal candidate would be comfortable completing all library-related functions, including but not limited to, customer service to students, advocating for library-related materials, and building a network of library colleagues in the local community and

The Director also strives to provide an atmosphere that is conducive for individual and group study, learning and collaboration. The Director of the Library is responsible for the overall administration of the Randall University Library that includes supervising functions related to print and electronic collections, services, and facilities. This position articulates the vision of the library based on the University's mission and on the academic needs of the students, faculty, and other Randall constituencies.

The Library Director reports to the Chief Academic Officer, serves on academic committees, works in cooperation with other university faculty members. This is a 12-month administrative position. Pay will be commensurate with educational-level and experience.

Core Competencies

- Develop and implement goals for the Library that support the mission and strategic plan of the University
- Hire, train, and manage all Library staff including student workers
- Create and carry out Library policies and procedures
- Oversee the daily administration and operation of the Library
- Prepare and manages the Library's budget including the requisition process of invoice payment
- Administer the library management system and software programs essential to the operation of the Library's programs and services
- Manage the Library's websites and electronic resources, including subscription databases and collections, discovery systems, open access resources, and streaming media.
- Evaluate and integrate emerging trends in library technology to enhance the Library's operation, such as artificial intelligence, resources, and services for online and residential students.
- Coordinate with University Services, IT Services, and other relevant offices on the ongoing maintenance and improvement of the Library's facilities and technology

- Supervise collection development of Library materials in support of the University's undergraduate and graduate programs

Administrative/Service Responsibilities

- Participate in bibliographic instruction through the production of online tutorials, online instruction and/or face-to-face instruction for using the Library's resources
- Collect and maintain relevant Library statistics for program evaluation and assessment
- Participate and sometimes present in professional development activities to remain informed of current, and emerging library trends, services and products.
- Participate in Universities committees, activities, and initiatives.
- Instruct up to six (6) credit hours per academic year in areas of expertise and/or co-requisite remediation.
- Other duties as may be assigned by Academic Dean
- Maintain institutional membership in Association of Christian Libraries (ACL) and other professional organizations.

Required Qualifications:

- Master's degree in library science from an ALA accredited program or an equivalent degree.
- Experience in libraries and/or office work with computer applications such as Microsoft Office Suite and online research.
- Organized self-starter that is customer-service oriented.

Preferred Qualifications

- Experience with assessment and accreditation.

Successful candidate will affirm and support the Mission, Vision, and Statement of Faith of Randall University as found here: <https://ru.edu/about-randall/what-we-believe-ru/>

The Candidate shall submit the following documents to careers@ru.edu to the search committee can review.

Submit the following materials to the selection committee to the email careers@ru.edu:

1. Upload a cover letter, which emphasizes his/her strengths with institutional fit.
2. Submit a curriculum vitae
3. Transcripts (Unofficial or official)
4. Select and submit one piece of additional evidence (statement on philosophy of teaching, testimony, reference letter, scholarly work, course evaluations)