Associate Dean, West Virginia University Libraries

The WVU Libraries seek applications and nominations for a talented and creative leader to serve as Associate Dean. The successful candidate will arrive in a time of excitement and possibility for the Libraries and the University. Having built a strong foundation, the Libraries are now engaged in several new initiatives including a unique collaborative residency program, the recent return of the WVU Press to the Libraries, new programming opportunities related to the acquisition of several noteworthy collections, outreach initiatives to the community and the state and enhancements to our historically strong programs of teaching and research services.

The Associate Dean will work closely with the Dean and coordinate significant areas of the WVU Libraries. S/he will coordinate personnel and resources across departments and libraries and will work to create, sustain and enhance user-centered services. The successful candidate will maintain a proactive, positive approach to library services through open collaboration with WVU library employees at all levels with an emphasis on the integration of emerging technologies for delivery of materials, information and instructional services.

Beyond the day-to-day operations, the Associate Dean will help to create and serve on a senior leadership team responsible for providing guidance and input related to strategic library initiatives, grants development, direction for a combined Libraries/Press operation and fundraising.

This position will also be involved in providing oversight and guidance to other administrative areas such as budget and space planning. This full-time, 12-month position will represent the Dean as needed and promote awareness and possibilities of successful 21st century research library and information services for West Virginia University.

Duties and Responsibilities:

- Assists the Dean with the overall administration of the Libraries and has primary responsibility for coordination of library operations. Serves as the primary library administrator in the absence of the Dean.
- Works with library leaders across campus to plan, coordinate, and manage services in the following areas: Access Services, Acquisitions, Cataloging, Multimedia Services, Research Services, Teaching and Learning, Scholarly Communication, Digital Initiatives, and Systems.
- Responsible for creating and implementing outreach services and programs that reflect WVU priorities and responsibilities mandated by the institution’s land-grant status.
- Leads the conceptualization, design, implementation, coordination, and management of strategic planning, special project management, and other administrative initiatives in coordination with library
managers.

Assesses unit needs and services to assure the provision of the best user-centered services.

Provides leadership for the planning and analysis for allocation of new resources and reallocation of existing resources (including staffing, budget and space), to meet current needs and anticipate future priorities.

Working closely with the West Virginia and Regional History Center, Systems and a Digital Projects Committee, the Associate Dean will advance an already extensive variety of digitization projects.

Facilitates and supports the collaborative development of policies and procedures across Downtown, Evansdale, Health Sciences, Law, Potomac State and WVU—Institute of Technology Libraries.

Provides direction and leadership for library employees and works closely with training and development.

Serves on appropriate leadership groups in the Libraries and on campus.

Coordinates the efforts of the working groups reporting to this position.

Fosters an atmosphere and culture of open communication, trust, and respect.

Performs annual reviews for personnel who report directly to this position.

Campus

West Virginia University is a land-grant institution with over 30,000 students, and the Libraries serve both the students and faculty of the state’s flagship university. The library system is comprised of the Downtown Campus Library, the Charles C. Wise Jr. Library, the Evansdale Library, the Health Sciences Library, the Law Library, Potomac State Mary F. Shipper Library and WVU Tech Vining Library. The WVU Libraries collaborate with American University, University of Iowa Libraries and Virginia Tech on the Diversity Alliance, a three-year residency program designed to diversify academic librarianship. WVU Libraries are a charter member of the Open Access Network and hold additional memberships with the Greater Western Library Alliance, Center for Research Libraries, CNI, CLIR, ICPSR, American Association of University Presses, SPARC, Library Publishing Coalition, the Society for Scholarly Publishing and PALCI. For more information about the libraries, see https://lib.wvu.edu.

Community

Located in Morgantown, WV and situated within the scenic foothills of the Appalachian Mountains, West Virginia University is within easy driving distance of Pittsburgh, Cleveland, Baltimore, and Washington D.C. The intellectual, cultural, and social climate of the University, coupled with easy access to outstanding recreational opportunities, creates a setting for enjoyable living. Morgantown has been ranked as the No. 1 Small City in America by BizJournals.com; the Best Small City in the East in Guide to Life in America’s Small Cities; and the 3rd-Best Small Town in the nation by Men’s Journal. Renowned for its natural beauty, West Virginia presents many outdoor opportunities for bird watching, fishing, skiing, hiking, rock climbing, white-water rafting, mountain biking, and snowboarding. Arts and entertainment options also abound across the institution, which competes in the Big XII athletic conference. The acclaimed Mountain Stage public radio program is recorded from locations
across West Virginia each week. WVU hosts the Festival of Ideas, a provocative and timely speaker series annually. Additionally, West Virginia offers opportunities for crafting, antiquing, visiting art and historical museums as well as a host of other recreational and cultural activities.

Qualifications

Required: Masters of Library and/or Information Science from an ALA-accredited program; at least 5 years of management experience in a medium to large academic or research library; a demonstrated understanding of technology and its application in teaching and learning, learning objects and functional web-site design. The successful candidate will demonstrate the following: a desire and interest in leading research libraries, mentoring, and organizational training and development; comprehensive knowledge of a large library’s varied public service functions; a history of positive interaction with faculty, staff, students, and administrators; excellent interpersonal and collaborative oral and written communications skills; understanding of current issues facing research libraries, including the rapid changes in modes of scholarly communication and strategies for outreach to a wide range of constituents; a progressive record of professional participation that meets the criteria for promotion at the WVU Libraries.

Preferred: Experience with the following: personnel supervision, interaction with diverse units, facilitation of group decision-making and planning, assessment of services and user needs, teaching and learning, demonstrated support for employee development and creative solutions to resolve big challenges.

Apply at: http://employmentservices.hr.wvu.edu/wvu_jobs/non-classified_positions/associate-dean-69

Review of applications will begin immediately and will continue until the position is filled. Priority will be given to applications received before June 30, 2015.

West Virginia University is an Equal Employment Opportunity/Affirmative Action Employer and the recipient of an NSF ADVANCE award for gender equity. The University values diversity among its faculty, staff and students, and invites applications from all qualified individuals, including minorities, females, individuals with disabilities, and veterans. Meeting the needs of today’s professional couples is a critical factor in WVU’s success in recruiting and retaining new faculty and senior staff. Our Dual Career Program assists couples in your employment search. WVU belongs to the OH/Western PA/WV higher Education Recruitment Consortium (HERC). Please visit dualcareer.wvu.edu and hwpawvherc.org for more information and job postings.

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