

Job Description Kingswood University

Position Title:	Director of Library Services
Classification:	Full-time (40 hours per week); 10-month contract
Responsible to:	VP for Academic Affairs
Purpose:	To strengthen the local and global church by directing and expanding all operations of the Earle & Marion Trouten library for on-campus and online students.

Responsibilities:

1. Leadership and Administration:

- Lead, manage, and support library staff, providing mentorship, professional development, and performance evaluation.
- Develop and implement the library's strategic vision, goals, and objectives in alignment with the university's mission.
- Oversee the library's daily operations, ensuring efficiency and effectiveness in service delivery.
- Develop and manage the library's budget, ensuring responsible allocation of resources.

2. Collection Development and Management:

- Oversee the development, evaluation, and maintenance of the library's collection to support academic and research needs across disciplines.
- Collaborate with faculty, academic departments, and the spiritual formation department to ensure resources align with curriculum needs and emerging trends and support a spiritually formative community.
- Evaluate and manage subscriptions to electronic resources, databases, and digital archives.

3. Library Services:

- Provide leadership in the delivery of services, including research assistance, information literacy instruction, and reference support.
- Ensure that the library's physical and digital spaces are conducive to study, collaboration, and academic work.
- Develop and manage programs that promote library use, including workshops, training, and outreach initiatives.

4. Technology and Innovation:

- Oversee the integration of new technologies to enhance library services and user experience.
- Stay current with trends in academic libraries, digital resources, and emerging technologies.
- Promote the library's digital presence, including online databases, digital collections, and academic tools.

5. Collaboration and Outreach:

- Foster strong working relationships with faculty, staff, and students to promote library resources and services.
- Provide support and intervention to students identified as at risk or academically failing, helping them improve their academic performance and stay on track to meet graduation requirements.
- Act as the library's primary liaison to university leadership, academic departments, and external organizations.
- Represent the library in university committees and at regional/national conferences and events.

Qualifications:

- Master's degree in Library Science (MLS/MLIS) or a related field.
- Strong understanding of academic library operations, including collection development, reference services, and library technology.
- Proven ability to lead, mentor, and develop a team and demonstrated ability to work collaboratively with faculty, staff, and students.
- Excellent communication, interpersonal, and organizational skills.
- An excellent communicator, able to teach and model sound pedagogy utilizing multiple formats, and an ability to marry theory and praxis inside and outside the classroom.
- An understanding of an ability to communicate Christian values and beliefs to students.
- A strong commitment to the Wesleyan-Arminian theological perspective and to a Christ-centered approach to education for transformation.

Values:

- Godly, spiritually mature, fully devoted to Christ and the Church.
- Genuine and evident love for other persons demonstrated by consistent spirit of kindness, compassion, and respect for all other persons.
- Integrity and moral excellence, with life above reproach.
- Code of personal conduct consistent with membership commitments for leaders of The Wesleyan Church.
- Commitment to enthusiastically assist in fulfillment of Kingswood University's mission.
- Commitment to exemplify Kingswood University's core values, including total ownership, prioritize students, collaborative synergy, growth mindset, enthusiastic engagement, uncompromising integrity, and innovative flexibility.

General University Information:

Kingswood University is owned by The Wesleyan Church. The mission of Kingswood is to serve Jesus Christ by strengthening the local and global church through forming Christ-like servant leaders in a community that creatively blends academic excellence and practical ministry experience with intentional spiritual formation.

Direct resumes to:

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