

Position Title: Director of Library and Academic Support Services

Position Start Date: Negotiable

Summary:

SACRED HEART SEMINARY AND SCHOOL OF THEOLOGY seeks candidates for the Director of Library and Academic Support Services, a full-time, 12-month professional faculty position with a flexible start date. The successful candidate will provide leadership, vision, and direction for the [Leo Dehon Library](#) as well as manage academic support services for learning and technology for the seminary community. The Director oversees the development of the collection, supervises the activities of the professional librarians on staff, coordinates Writing Support Services, collaborates in management of the SWITCH library consortium, administers the library budget, works closely with campus IT to provide instruction and resources for teaching and learning, assesses library operations, and represents the library in library networks and professional organizations.

Located in Franklin Wisconsin, [Sacred Heart Seminary and School of Theology](#) (SHSST) is a Roman Catholic seminary and accredited higher educational institution, sponsored by the Priests of the Sacred Heart, that specializes in priestly formation for men of all ages. Additionally, SHSST offers Master of Divinity programs for seminarians seeking priestly ordination, Master of Arts degree programs in Theology for lay and religious students seeking advanced religious education, and an English and Cultural Studies (ECS) program for religious from around the world seeking to learn or improve their English orator skills in a liturgical setting. Situated on SHSST's campus, the Leo Dehon Library is a technologically-driven resource center that integrates print collections, online resources, and digitized information to foster the intellectual, human, spiritual, and pastoral formation of its seminarians, as well as the research needs of the Seminary's faculty, formation advisors, members of the Priests of the Sacred Heart, and outside constituencies. Additionally, it maintains special collections focusing on the Sacred Heart and the Venerable Leo John Dehon, the founder of the Priests of the Sacred Heart, and the Lux Special Collection in the Lux Center for Catholic-Jewish Studies, the only such center situated in a Roman Catholic seminary in the world.

Major Responsibilities Include:

1. Provide leadership, vision, and direction for the [Leo Dehon Library](#).
2. Manage academic support services for learning and technology for the seminary community.
3. Oversees the development of the collection.
4. Supervises the activities of the professional librarians on staff.
5. Coordinates Writing Support Services.
6. Collaborates in management of the SWITCH library consortium.
7. Administers the library budget.
8. Assesses library operations.
9. Represents the library in library networks and professional organizations.
10. All other duties as assigned by the Chief Academic Officer.

Qualifications:

Qualified candidates will possess

- (1) a Master's degree in Library and Information Science (or equivalent degree) from an ALA-accredited library school,
- (2) an additional graduate degree in theology or religious studies,

- (3) a thorough knowledge of the Roman Catholic tradition.
- (4) five years of relevant and progressively responsible experience in library administration
- (5) demonstrated leadership abilities
- (6) significant management experience
- (7) effective communication skills in a library or information technology setting

Status Notes: Employees are eligible after 30 days to participate in Medical, Dental, Vision and Group-Term Life Insurance. After one year of employment, employees are enrolled in the Pension Plan and Long/Short-Term Disability insurance coverage (100% funded by the employer). Paid-time-off of 25 days per year, plus all paid holidays. Food and beverage service is complimentary throughout the day as well as parking.

To Apply:

Send cover letter, curriculum vitae (or resumé), and three letters of reference addressed to the Academic Dean, Dr. Paul G. Monson, at academicvp@shsst.edu. Review will begin immediately and continue until the position is filled.

Compensation Notes: Market Rate as defined by ATS.

Contact:

Name: Dr. Paul G. Monson
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Phone: 414-858-4776
Address: Sacred Heart Seminary and School of Theology, 7335 S. Lovers Lane Road
City: Franklin
State: WI
Zip code: 53132-1850

Full time/Part time: Full