



## **Search Reopened: Director of Library and Academic Support Services**

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 with campus IT to provide instruction and resources, assesses library operations, and represents the library in library networks and professional organizations.

Located in Franklin, Wisconsin, a suburb of Milwaukee, [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. 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 oratory skills in a liturgical setting.

Situated on SHSST's campus, the Leo Dehon Library is a 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 U.S.

### **Major Responsibilities Include:**

1. Provide leadership, vision, and direction for the [Leo Dehon Library](#).
2. Manage academic and writing support services for the seminary community.
3. Oversee the development of the collection.
4. Supervise the activities of the professional librarians on staff.
6. Collaborate in management of the SWITCH library consortium.
7. Administer the library budget.
8. Assess library operations.
9. Represent the library in library networks and professional organizations.
10. Other duties as assigned by the Chief Academic Officer.

**Education and Experience:**

- Master's degree in Library and Information Science (or equivalent) from an ALA-accredited library school required.
- Additional graduate degree in theology or religious studies and thorough knowledge of the Roman Catholic tradition are highly preferred.

**Qualifications:**

- Five years of relevant and progressively responsible experience in library administration
- Demonstrated leadership abilities
- Significant management experience
- Effective communication skills in a library or information technology setting and ability to work collaboratively with other departments

**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](mailto:academicvp@shsst.edu). Review will begin immediately and continue until the position is filled.

**Contact:**

Dr. Paul G. Monson

[academicvp@shsst.edu](mailto:academicvp@shsst.edu)

414-858-4776

Sacred Heart Seminary and School of Theology, 7335 S. Lovers Lane Road  
Franklin, WI 53132-1850

**Position Start Date:** July 1