

Sacred Heart Seminary and School of Theology
Job Description

POSITION TITLE: Library Director
DEPARTMENT: Academics
SUPERVISOR: Academic Dean

Job Description:

The successful candidate will provide leadership, vision, and direction for the seminary library as well as academic support services for learning and technology for the entire seminary community. The Director oversees the development of the collection, coordinates the activities of the library staff and 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.

Key Qualifications

- **Education:** A Master of Library Science (MLS) or an equivalent degree from an American Library Association (ALA)-accredited program is required. An additional graduate degree in theology or religious studies is highly desirable.
- **Mission Alignment:** A strong, demonstrated commitment to the values, mission, and ministry of the Roman Catholic Church is essential. The candidate must support the seminary's mission of forming clergy and lay ministers.
- **Theological Expertise:** Thorough knowledge of Roman Catholic literature, primary sources, and scholarly resources for theological and philosophical disciplines is critical for collection development and reference services.
- **Experience:** Requires a minimum of 5 years of progressively responsible administrative experience, preferably within an academic or theological library setting. Experience with specific accreditation standards (e.g., ATS, ATLA) is beneficial.
- **Technical Skills:** Proficiency with integrated library systems (like ExLibris ALMA/Primo VE), electronic databases, and emerging library technologies is necessary.

Other required skills include:

- Five years of relevant and progressively responsible experience in library administration
- Demonstrated leadership abilities,
- Significant management experience and effective communication skills in a library or information technology setting.

Core Responsibilities

The director will be responsible for a wide range of duties, reporting to the Academic Dean.

- **Strategic Leadership:** Provide visionary leadership, planning, and assessment of library initiatives to meet the learning, teaching, and research needs of the seminary community.
- **Collection Management:** Oversee the development, acquisition, cataloging, and preservation of print and digital collections, including special collections of rare books and archival materials.
- **Instruction & Reference:** Ensure the availability of quality research and reference services and provide information literacy instruction to students and faculty.
- **Administration & Compliance:** Manage the library budget, supervise staff, coordinate with IT, and ensure compliance with all accreditation requirements and reporting standards.

Annual Salary \$75,000 - \$80,000

Generous Employee Benefits Package including medical, dental, vision, pension, PTO, free Lunch, and Free Parking.

To Apply:

Please email a cover letter, Curriculum vitae, and three references to the Academic Dean, Paul Monson, academicvp@shsst.edu. Review will begin immediately and continue until the position is filled.