



Professional Position Posting

Director, Access Services

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| Department: | Access Services |
| Salary: | Commensurate with qualifications and experience |
| Position Availability: | Immediately |

Position Summary

Reporting to the Associate University Librarian for Access & Resource Services (AUL/ARS), the Director of Access Services (D/AS) provides leadership, management, vision, and planning to ensure access to library resources for learning, teaching, and research. The D/AS oversees the work of the Access Services teams, including User Services (circulation and information/reference), Operations & Access (library entrance), Interlibrary Loan/Course Reserves, and Stacks Management.

As a member of the Access & Resource Services Division leadership team, the D/AS contributes to strategic and annual planning, including the development and implementation of major initiatives, oversight of services, policies, programs, resource allocation, and human resource management. The D/AS also serves as a liaison to the Emory/Georgia Tech Library Service Center and ensures that Access Services teams actively participate in collaborative programs and services at local, state, regional, national, and international levels. Join us in implementing Emory University's mission of creating, preserving, teaching, and applying knowledge in the service of humanity.

Essential Responsibilities & Duties

Administration

- Oversee operations of Access Services teams, key service points, and services, including setting priorities and long-term planning.
- Evaluate and provide reports on services using appropriate assessment and statistical tools.
- Identify, develop, recommend, and implement programs and policies in collaboration with appropriate partners.
- Administer budget and manage resources within Access Services.
- Coordinate across the libraries at Emory to develop and manage workflows and services among units.
- Serve as a subject matter expert for access services.

Managerial Responsibilities

- As the primary administrator for Access Services, supervise two librarian department heads and two staff library managers, with indirect supervision of approximately 25 positions.

- Coordinate recruiting, hiring, orientation, training, supervision, evaluation, and development of staff and student employees.
- Coach, mentor and counsel both direct and indirect reports.
- Ensure effective communication with department staff and library users about library programs and initiatives.

Professional Responsibilities

- Participate in professional and scholarly associations; maintain membership and accreditation; participate in meetings, conferences, and workshops; serve in appointed or elected positions.
- Maintain up-to-date professional knowledge and skills related to job responsibilities and current trends in higher education, academic libraries, and information technology.
- Adhere to guidelines in the *Emory Handbook Governing the Librarian series for Faculty-Equivalent Librarians* regarding appointment, renewal, and promotion.
- Participate in library and campus committees.

Required Qualifications

Education and Experience:

- ALA-accredited master's degree in library and information science OR equivalent education and experience (subject expertise combined with appropriate teaching experience and/or library experience).
- Evidence of five or more years of experience managing and leading operations in an academic library.

Skills and Competencies:

- Communicate effectively (verbal, written, and graphic) through various communication channels.
- Capacity to thrive in a complex, sometimes ambiguous, future-oriented environment.
- Strong customer service skills and commitment to providing effective library services in a diverse environment.
- Skills to plan and manage several initiatives simultaneously.
- Strengths in prioritizing and budgeting.

Interpersonal and Leadership Abilities:

- Aptitude for developing and maintaining interpersonal relationships.
- Active professional or scholarly participation, involvement, and leadership in local, state, regional, national, or international associations.
- Commitment to promoting a positive and supportive educational environment and workplace.

Application Procedures

Interested candidates should review the applications requirements and apply online at {Link to Interfolio} <http://apply.interfolio.com/163459>

Applications may be submitted as Word or PDF attachments and must include:

- 1) Current resume/vita detailing education and relevant experience;
- 2) Cover letter describing qualifications and experience; and

- 3) The Director, Access Services is a key leadership position in Emory Libraries that manages and leads a service-oriented team. In a separate statement, please include what you believe leadership is, what leadership does, the impact leadership has on team performance and productivity, and the role you would play in building an inclusive work environment that provides all employees opportunities as well as a fair chance to contribute their best work to the mission of Emory University. Please limit your response to no more than 3 paragraphs.
- 4) In a separate document list the names, email addresses, and telephone numbers of 3 professional references including a current or previous supervisor.

Candidates applying by March 14, 2025, will receive priority consideration. Review of applications will continue until the position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer and encourages applications and nominations from women, minorities, people with disabilities, and veterans.

General Information

Professional librarians at Emory Libraries are 12-month faculty-equivalent positions evaluated annually with assigned ranks renewable for 3 or 5 years based on experience and background. Appropriate professional leave and funding is provided. Depending on educational credentials and position, librarians may be considered for a shared/dual appointment between the library and academic department as a faculty member.

Librarian appointees at Emory generally have educational credentials and professional backgrounds with academic library experience and/or disciplinary knowledge and demonstrate a commitment to continuous learning, professional engagement and involvement, research and scholarship, creativity, innovation, and flexibility. Such backgrounds will normally include a graduate degree from an ALA-accredited library and information science program AND/OR a discipline-specific master's OR doctoral degree. In addition to professional competence and service within the library in the primary job assignment, advancement and/or appointment renewal requires professional involvement and contributions outside of the library and scholarly activities. Candidates must show evidence or promise of such contributions.

Emory provides an extremely competitive fringe benefit plan that includes personal leave, holiday pay, medical and dental plans, life insurance, courtesy scholarships, and tuition reimbursement just to name a few. For a full list of benefit programs, please go to <http://www.hr.emory.edu/eu/benefits/>.

Description of Institution and Library

Emory University is internationally recognized for its outstanding liberal arts college, superb professional schools, and one of the South's leading health care systems. Emory's beautiful, leafy main campus is located in Atlanta's historic Druid Hills suburb and is home to 8,332 undergraduates and 7,687 graduate and professional students. As the second largest private employer in Atlanta, Emory University and Emory Healthcare have a combined workforce of approximately, 37,716 and an annual operating budget of \$5.6 billion. Emory University secured \$1.1 billion in sponsored research awards in FY24.

Ranked among the top 20 Association of Research Libraries (ARL) in North America, Emory University Libraries in Atlanta and Oxford, Georgia is the interdisciplinary intellectual commons for Emory University. The collections at the nine Emory Libraries include more than 5.6 million volumes, over 500,000 electronic journals, over 2 million electronic books, and internationally renowned special collections. The Stuart A. Rose Manuscript, Archives, and Rare Books Library is home to over 133,976 print titles, 201,134 volumes and over 2,200 collections measuring over 21,815 linear feet of manuscript material. Rose Library's collections span more than 800 years of history, with particular depth in modern literature and poetry, African American history and culture, political, social and cultural movements, rare books and the University's archives.

Emory Libraries staff, including student workers, number approximately 350 with an overall library budget of approximately \$42 million. The WHSC Library has institutional memberships with the Association of Academic Health Sciences Libraries (AAHSL) and the Medical Library Association (MLA). Emory University Libraries is a member of the Association of Research Libraries (ARL), the Association of College and Research Libraries (ACRL), the Atlanta Regional Council for Higher Education (ARCHE), the Coalition for Networked Information (CNI), the Center for Research Libraries (CRL), the Council on Library and Information Resources (CLIR), the Digital Library Federation (DLF), International Federation of Library Associations and Institutions (IFLA), and the Scholarly Publishing & Academic Resources Coalition (SPARC) as well as regional associations including the Association of Southeastern Research Libraries (ASERL) and Georgia Library Learning Online (GALILEO).

The Emory University Libraries include the Robert W. Woodruff Library, which is also home to the Goizueta Business Library, the Heilbrun Music and Media Library, and the Stuart A. Rose Manuscript, Archives, and Rare Book Library. Other library spaces include the Science Commons, the Library Service Center operated in collaboration with the Georgia Institute of Technology, the Woodruff Health Sciences Center Library, the Pitts Theology Library, the Hugh F. MacMillan Law Library, and the Oxford College Library located on the Oxford Campus approximately 30 miles from Atlanta.

Emory University is dedicated to providing equal opportunities and equal access to all individuals regardless of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status. Emory University does not discriminate in admissions, educational programs, or employment on the basis of any factor stated above or prohibited under applicable law. Students, faculty, and staff are assured of participation in university programs and in the use of facilities without such discrimination. Emory University complies with Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act, and applicable executive orders, federal and state regulations regarding nondiscrimination, equal opportunity, and affirmative action. Emory University is committed to achieving a diverse workforce through application of its affirmative action, equal opportunity, and nondiscrimination policy in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training. Inquiries regarding this policy should be directed to the Emory University Department of Equity and Civil Rights Compliance, 201 Dowman Drive, Administration Building, Atlanta, GA 30322. Telephone: 404-727-9867 (V) | 404-712-2049 (TDD)

Emory University is committed to providing reasonable accommodations to qualified individuals with disabilities upon request. To request this document in an alternate format or to request a reasonable accommodation, please contact the Department of Accessibility Services at 404-727-9877 (V) | 404-712-2049 (TDD). Please note that one week's advance notice is preferred.