



Director of Library Services and Writing Center Specialist (28 Hours per week)

Overview

The Director of Library Services and Writing Center Specialist provides academic and administrative leadership, expertise, and vision for the Paul Jackson Library at Shepherds Theological Seminary (STS). The Director of Library Services and Writing Center Specialist is responsible for coordinating, implementing, and evaluating all services of the library and writing center. This is a part-time administrative position and reports to the Chief Academic Officer.

Mission

The Director of Library Services and Writing Center Specialist serves an important role in the academic and spiritual growth of our students. This person is responsible for the development, implementation, and direction of all aspects of library operations and services to meet the scholarly and professional research needs of the seminary's faculty, staff, and students.

Areas of responsibility include but are not limited to the following: reference and research services, online databases, collection development and maintenance policies, library budget development and management, as well as space allocation and planning in coordination with seminary administration. In addition to the Paul Jackson Library on the main campus, STS has a growing number of students at our teaching sites and cluster locations who are served by our physical and electronic holdings.

General Responsibilities

- Provide leadership for the library as an integral part of the mission of the seminary.
- Implement the long-range vision and strategic plan for the library.
- Maintain written library policies and procedures (collection, catalog, and preservation).
- Recruit, schedule, supervise, and strengthen collaborative efforts with the Friends of the Paul Jackson Library (our donors and volunteers).
- Advise the administration on library personnel decisions.
- Work effectively with faculty, administrators, and staff as an advocate for the library and its users in accordance with the seminary's mission; take the initiative on library-related issues.
- Coordinate relationships with The Shepherd's Church and the church librarian.
- Create library partnerships in regions around our main campus and associated teaching sites.
- Develop a writing center to help students become more effective researchers and writers.

Typical Duties

- Assist the administration in selecting and maintaining reference technology services.
- Provide personalized support for users of traditional and electronic information resources.
- Promote instructional opportunities to enhance library and database research skills.
- Teach the research writing course and/or mentor students to become better writers.
- Create and schedule individual appointments for students to receive writing and research support.

Specific Responsibilities

Staffing

- Recruit and train sufficient volunteers for staffing the circulation desk.
- Set up a schedule for maintaining the cleanliness of books, shelving, and library area.
- Be present in the library 25+ hours per week (a typical allotment of time might be 30% teaching, mentoring, and coordinating the writing center, 40% coordinating staffing, cataloging, book acquisitions, and maintaining the collection). The schedule might be 8:00 a.m. to 1:00 p.m. Monday–Wednesday with additional hours as the duties demand.

Cataloging

- Oversee the process of checkouts and returns.
- Maintain accurate circulation records for annual reports.
- Oversee the completion of the cataloging transition project from Dewey to Library of Congress—estimated at 2,000 additional volumes.

Acquisitions

- Develop a plan to purchase the most needed volumes and sets.
- Negotiate funding in the seminary budgeting process.
- Communicate to faculty and staff with a monthly update on new acquisitions.
- Plan and execute events to enable Friends of the Library to support new acquisitions.

Promotion

- Welcome guests to the library and enthusiastically share its history and vision.
- Celebrate the writing and publication achievements of our students and faculty.
- Submit an annual report on library statistics and achievements.
- Maintain the library website along with library news and opportunities.

Educational Requirements

Because of our unique collection and academic programs our accreditors require our seminary librarian to have “appropriate qualifications and expertise” which might include the following:

- At least a master’s level degree in biblical studies or theology, or a
- Master of Library Science (MLS can be in progress and funded by STS)

Theological and Ecclesial Requirements

The Director of Library Services and Writing Center Specialist will be (or become) a member in good standing of The Shepherds Church and will annually affirm full agreement with the doctrinal statement of Shepherds Theological Seminary and the Chicago Statement on Biblical Inerrancy.

Review of application materials will begin immediately and continue until the position is filled. Applicants may submit a cover letter and resume to Marilyn Fitch, STS Director of Communications, at mfitch@shepherds.edu.