Holy Apostles
College & Seminary

Job Title: Director of Library Services

Job Description:
Holy Apostles College and Seminary Library is currently seeking a Director of Library Services to join our academic library team. This position involves the administration and oversight of the college and seminary library. The ideal candidate should have excellent interpersonal skills and be an enthusiastic, computer savvy, proactive individual who is eager to experience the challenges of Catholic faith formation. Additional required skills include proficiency in Microsoft and Google Suites, strong written and verbal communication skills, and adaptability to a rapidly changing world of digital resources.

The HACS Library prides itself on promoting a congenial working atmosphere focused on personalized research support for our students and faculty. Knowledge of Catholic literature and resources is a plus.

Qualifications:
- A Master's Degree in Library and Information Science (M.S. or M.S.L.S.), is required
- A subject Master's or PhD degree in one of our program areas, is desirable
- 5-7 years of increasing administrative experience preferred
- Knowledge of languages in addition to English, is desirable
- Experience with Populi course management software or other LMSs, is desirable

Principle Duties and Responsibilities
- Direct the formulation of policies and the regulations governing the selection and use of library materials and services to ensure highest standards.
- Collect, maintain, and make accessible a collection of print and digital resources in direct support of the college's curriculum.
- Review and approve licensing agreements for electronic databases and eBooks
- Oversee formal and informal instruction in the use of the library.
- Supervise and review all library personnel, staff, and volunteers, including the Librarian, Head of Technical and Access Services, the Librarian, Interlibrary Loans and Serials, the Assistant to the Director of Library Services, and Student Assistants.
- Conduct studies and evaluations leading to the improvement of library resources, services, and facilities.
- Prepare booklists, exhibits, bibliographies, and other aids in the use of materials.
- Review library budget and submit requisitions for library materials and services through the Business Office.
- Work closely with faculty members to guarantee subject input as well as maximum utilization of the collection for each course in any given semester.
- Encourage students to use the library as a source of research, study, and personal enrichment.
- Complete all major government forms requesting statistics
- Provide administration and oversight for the LibChat 24/7 Reference services.
- Provide administration and oversight for the OpenAthens Single Sign on Platform for library collections in cooperation with the V.P. of Enrollment, Student Affairs, and Technology.
- Oversee the Online Writing Lab (OWL) and all personnel
- Provide content design and updating of the library webpage in cooperation with our Webmaster.
- Chair the Library Committee and the Copyright Compliance Committee.

- Maintain good relations between our library and the local community of Cromwell/Middletown, the CT. State community, and affiliated ATS communities.

- Maintain the safety and security of the library collections and facility.
- All other duties as assigned.

The Workweek:

- This is a 40-hour per week, full time, on-campus position
- The work week is Monday – Friday (9:00 am – 5:00 p.m.) variations during breaks

Benefits:

- Salary range: $50,000 - $63,0000
- Benefits: Health and dental insurance, retirement match benefits, generous time off, tuition reimbursement, including winter break, on-campus dining options, summer hours,

About our Campus:

Holy Apostles College and Seminary is a private, not-for-profit College located in Cromwell, CT. We offer a faithfully Catholic, 100% online and on-campus liberal arts degree program for undergraduate students, as well as 100% online graduate M.A. degree programs in Philosophy, Theology, Sacred Scripture, and Pastoral Studies, and a Master of Divinity in the New Evangelization.

To Apply: Please address your letter of application, vitae, and names of three references, with the subject line, Director of Library Services, to:
Dr. Lesley DeNardis / Vice President of Academic Affairs: ldenardis@holyapostles.edu

Applications received by June 10th will be given first consideration. Position will be open until filled.