

## WESTMONT COLLEGE

### **Director of the Roger J. Voskuyl Library and Information Services** **Provost Division**

#### **Position Summary**

Westmont College seeks applicants for the position of Director of the Library and Information Services. The Director oversees the library program, supervises the library staff, and participates actively in the academic life of the college. The Director is responsible for planning and managing all aspects of the Westmont College Library and for providing a wide range of library services necessary to support the academic program and its students, faculty and staff. As such, the Director must embody and articulate the character of the college as stated in the mission statement and personally affirm the Community Life Statement and adhere to the behavioral expectations. This individual must possess an authentic and vital personal Christian faith as well as excitement about the quest for truth pursued through a liberal arts curriculum.

The Director reports directly to the Provost and Dean of the Faculty. Applicants should complete the [on-line application](#), and submit a letter of interest, updated vitae, 3-5 references with contact information, and three brief statements describing: (1) your personal Christian faith journey; (2) your philosophy of Christian liberal arts education; and (3) your thoughts on how you would work to implement and/or modify the recently updated library mission, vision and values statement (attached). Direct questions and any materials not submitted on-line to Dr. William Wright, Associate Provost, Westmont College, 955 La Paz Road, Santa Barbara, CA 93108. Review of applications will begin early in 2016 and will continue until the position is filled. Preferred start date is June 1, 2016.

#### **Qualifications**

A master's degree in library and/or information science (M.L.S. or M.L.I.S) from an ALA-accredited institution is required. Additionally, candidates with a graduate degree in instructional design, management or an academic discipline are preferred. A successful candidate will bring 3-5 years of experience and resulting expertise in leadership within a college or university library, the ability to cast an innovative and compelling vision for the library in a liberal arts college setting, and familiarity with current and emerging trends and technologies in college and university libraries. The candidate must be able to develop and implement effective strategic planning for both facilities and program, establish budget priorities, evaluate and supervise staff effectively, and demonstrate commitment to ongoing professional development. The Director must have the ability to work collaboratively and constructively with a wide variety of people, as well as having the ability to interact in a culturally and academically diverse setting in order to promote and support a highly collaborative working environment. The Director will work closely with faculty, and oversee the library program's important role in the promotion and instruction of information literacy that will benefit the academic program and classroom instruction. The Director will join campus discussions on assessment of student learning, and work closely with academic departments to help integrate standards for student learning expectations.

#### **Specific Responsibilities:**

1. Exercise strategic leadership in partnering with the professional library staff in formulating and administering policies and procedures for the purpose of securing the most complete use of the library by members of the college community.
2. Collaborate with the faculty in formulating educational policies and library priorities and practices.
3. Effectively communicate with the library staff, keeping the staff informed of pertinent matters of the college administration and college committees.
4. Advise the Provost on matters related to library/information services and make reports to the President, Board of Trustees, and library agencies as required.

5. Exercise managerial competence in selecting, supervising and mentoring an administrative, technical, and public service staff.
6. Conduct annual performance reviews of all library staff and partner with staff in encouraging and facilitating professional development.
7. Direct the development, in conjunction with the administration and faculty, of the various collections of the college library and exercise responsibility for all collections of the library.
8. Represent the library and the college for purposes of outreach, development, and inter-institutional cooperation.
9. Partner with college advancement in fund-raising and securing collection gifts in-kind for the library.
10. Prepare and execute the annual library operational budget and regularly renew the library strategic plan, including developing and promoting plans for the improvement of the facilities of the library.
11. Keep abreast of new trends in college libraries and provide direction for incorporating new methods and technologies into services and operation of the library.
12. Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with faculty and staff colleagues by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.

### **Westmont College**

Westmont College is an undergraduate, residential, Christian, liberal arts community serving God's kingdom by cultivating thoughtful scholars, grateful servants and faithful leaders for global engagement with the academy, church and world. As a national liberal arts college in the evangelical Protestant tradition, the college seeks faculty, administrators and staff invested in undergraduate teaching, a program of scholarly activity, and the mission of liberal arts education, all growing out of a vital and informed commitment to the Christian faith. Westmont is an EEO employer, seeking to be diverse in people and programs consistent with its mission. Women and candidates from historically underrepresented groups are especially encouraged to apply.

12.9.15

### **Roger J. Voskuyl Library Mission, Vision, and Values Statement**

**MISSION:** The Voskuyl Library fosters a culture of scholarly, spiritual, and personal growth by providing learning spaces, resources, and services to the Westmont community.

**VISION:** The Voskuyl Library employs innovative, skilled, and professional staff to promote academic, personal, and spiritual growth through our programming and services. We stay current in our field, incorporate new ideas for effective results, and contribute to Westmont and the larger community. We train and mentor student workers to make a meaningful contribution to the health of the library, and guide them in developing workplace skills for life after graduation. We are flexible and compassionate leaders, collaborators, and teachers who serve our community and demonstrate God's love in all our interactions and endeavors.

The Voskuyl Library provides comfortable, welcoming, and safe spaces that encourage community, scholarship, and contemplation. These spaces accommodate the various ways our community members

learn and engage with ideas. The library is a student-centered place where information is easily accessible, and where expert librarians and library staff support the community's information needs. The Voskuyl Library acquires, provides, and promotes ready access to quality resources in a focused, understandable, and usable manner to students, faculty, staff, and the larger Westmont community. We support the diverse information needs of our community by providing access to a collection of resources that represent many voices and perspectives. As appropriate, we use emerging technology to better meet the information needs of our community.

The Voskuyl Library leads information literacy initiatives on campus and provides instruction and services to meet and support our community's information needs. In particular, we equip students with knowledge and skills for lifelong learning. We teach students to form good practices and habits around information use, to read and think critically about information, and to engage with and contribute to our world's ever-growing body of knowledge and ideas.

**VALUES:** Service, Hospitality, Collaboration, Excellence, Adaptability, Inquiry, Christ-likeness