POSITION: Associate Dean

EFFECTIVE DATE: June 1, 2015

GENERAL DESCRIPTION:

The University of Cincinnati Libraries seeks a highly-motivated, strategic-thinking, innovative and adaptable leader with a thorough understanding of the evolving roles of academic and research libraries in the changing landscape of higher education and the information industry. The Associate Dean reports to the Dean and University Librarian. The Associate Dean will join an outstanding leadership team, and will play a leadership role in continuing the evolution of a research library at the university. As a member of the Dean’s Cabinet and the Management Council, the Associate Dean works collaboratively to articulate the vision and strategic direction of the Libraries, and champions the execution and implementation of the new and ambitious strategic plan. Guided by UC Libraries’ new strategic directions, the organization continues to pursue positive changes in supporting the university’s core mission of teaching/learning, research, and community engagement, with increased emphasis on the areas of digital scholarship/e-learning, institutional digital repository, scholarly communication, publishing, research data management, digital curation, long-term preservation for both printing and digital archives, data analytics, informatics, software development, innovative hardware architecture, and 21st century library systems, and unique/special collections. The Associate Dean will play an important role in moving the Libraries forward in the above areas. The specific area of responsibilities for the Associate Dean will be decided based on the selected candidate’s qualifications and the evolving organizational strategic and operational needs.

The University of Cincinnati Library system consists of 13 libraries with a total of 4.4 million volumes of physical collections and 1.3 million e-books. The Libraries’ rapidly expanding technology and digital infrastructure includes an open-source digital repository with Hydra/Fedora platform, partnership with AIPTrust digital preservation consortium, Innovative enterprise library system Sierra, Serial Solution’s Summon discovery platform, Adobe’s CQ Web content management system.

The mission of the University of Cincinnati Libraries is to empower discovery, stimulate learning and inspire the creation of knowledge by connecting students, faculty, researchers and scholars to dynamic data, information and resources. In May 2014, UC Libraries launched its Strategic Plan, which outlines bold ambitions organized under four pillars of: Digital Technologies & Innovation, People, Space, and Data to Information to Knowledge. Activities and successes derived from the four pillars will enable UC Libraries to achieve its vision to become “the globally engaged, intellectual commons of the university”—positioning ourselves as the hub of collaboration, digital innovation and scholarly endeavor on campus.” Through the work of the Strategic Plan, and with the realization of the mission and vision, UC Libraries support
the six key focus areas outlined in the university’s Third Century initiative and reflected in the UC2019 Academic Master Plan:

- Optimizing our enrollment strategy
- Building the resource base
- Investing in faculty
- Leveraging our research
- Re-imagining the student experience
- Excelling in e-Learning

Further information about the Libraries strategic plan may be found online at http://www.libraries.uc.edu/about/strategic-plan.html.

DUTIES AND RESPONSIBILITIES:

1. The Associate Dean takes full ownership and responsibilities of executing and implementing UC Libraries strategic plan in the areas of her/his responsibilities. The AD works with division library faculty and staff to define needs, set priorities, and develops policies and to establish goals, objectives, action plans, budgets and resource bases. The AD ensures effective management and development of the services and resources that support the operations of the numerous library units, departments and programs.

2. The AD is responsible for ensuring that operational excellence, performance management, assessment, measurement, planning and analysis are integral parts of library programs and services. She/he analyzes departmental programs; reports on accomplishments, creates strategies for improvements in quality of services and defines resource needs.

3. The AD organizes and maintains a systematic program of regular contact with appropriate campus administrators and faculty/staff. She/he fosters synergies across the enterprise business units, academic departments and the libraries.

4. The AD fosters an atmosphere of collegiality and innovation, and promotes and encourages a work environment that is recognized for the respect and dignity shown toward faculty and staff. She/he maintains effective communication within and beyond the department, and promotes and sustains effective working relationships within a diverse multicultural environment.

5. The AD represents the interests of the University of Cincinnati Libraries through participation on relevant campus committees, as well as active participation in state, national and international organizations.

6. The AD evaluates the division’s success in meeting goals and objectives; coordinates the division’s activities with other units of the Libraries, ensuring professional customer service and responsiveness; and implements changes to respond to changes and/or create improved operations and outcomes.

7. The AD keeps abreast of national developments in the transformational change of the information industry at large and academic and research libraries in particular.
REQUIRED QUALIFICATIONS:

1. Graduate degree in Library and Information Science, Informatics, Computer Science, and Technology Management, or an advanced degree in a related field.

2. Progressively greater leadership and management experience, including at least five (5) years of relevant management experience preferably in the higher education industry.

3. A distinguished record of contributions and extensive knowledge and understanding of research libraries, their evolving roles in higher education and scholarly research, and with leadership experience in a combination of two or more of these areas: digital scholarship/e-learning, institutional digital repository, scholarly communication, publishing, research data management, digital curation, long-term preservation for both printing and digital archives, data analytics, informatics, software development, innovative hardware architecture, library systems, and unique/special collections.

4. Ability to work independently and effectively across organization lines and in collaboration with a variety of individuals and groups.

5. Ability to anticipate and adapt to changing needs and priorities in order to effect positive outcomes;

6. Superior interpersonal and communication skills, especially in understanding and communicating the needs of library users.

7. Demonstrated organization, analytical and problem solving skills.

8. Embraces, models, and encourages teamwork, collaboration, relationship-building, and mentoring

9. Demonstrated ability to cultivate and advocate for an environment of diversity and inclusion.

10. Demonstrated ability to work in a collaborative, service oriented, rapidly changing environment to accomplish mutual goals.

11. Aptitude for complex, analytical work with an attention to detail, with the ability to manage a variety of tasks and multiple priorities.

12. Ability to effectively communicate verbally and in writing, remember details, concentrate on tasks, and attend work-related meetings.

PREFERRED QUALIFICATIONS

1. Evidence of previous scholarly activities including publications, creative works, presentations, or professional association participation.