Ball State University

Professional Position Description

Position #: 100375
Department: University Libraries
Dept Code: 120050
Position Title: Dean of University Libraries
Reports To: Vice President for Information Technology
Contract Type:
Revision Dates: 6/2006; 10/2015
Exempt1: Administrative
Exempt2:
Direct Reports: Assistant Dean for Library Information Technology Services, Assistant Dean for Public Services, University Libraries; Assistant Dean for Collection Resources Management; Assistant Dean for Digital Initiatives and Special Collections; Copyright and Intellectual Property Manager & Special Assistant to the Dean; Financial and Business Services Manager; Secretary to Dean of University Libraries; Outreach Support Specialist.

Position Function:

The Dean of University Libraries is the chief administrative officer of the libraries and reports to the Vice President for Information Technology. The Dean manages library resources, services, and administers library programs responsive to the curricular and research needs of Ball State University.

Duties/Responsibilities:

1. A visionary leader who understands the positioning of a modern university library in an inter-connect world.

2. Provide leadership to the libraries and be an important participant of the teaching and research mission of the university.

3. Serve as the chief administrative officer of the University Libraries by envisioning, articulating, and driving an agenda to integrate, strengthen, and expand the University Libraries programs that support the university’s mission for excellence in teaching, research, and national leadership.

4. Represent the university as necessary by providing leadership in communication and advancing the interests of the University Libraries in university, local, state, nationals, and international contexts.

5. Serve as the University Libraries’ liaison to university administrative offices and governance bodies.

6. Serve as a member of the senior information technology management team.

7. Full managerial responsibility for interviewing, selecting, coaching, compensating, disciplining, completing performance appraisals, and educational/career development of personnel for a work unit.

8. Performs other related duties as assigned.

Minimum Qualifications:

Education: Earned MLS/MLIS/MIS master’s degree from an ALA accredited program.
Experience: A minimum of five years of increasingly responsible experience in an academic library, including significant administrative experience in budgetary and personnel areas; demonstrated
skill in planning, leadership, and communications; significant experience with information consortia and other cooperative entities and with emerging information technologies and library systems.

Other: Evidence of a strong commitment to the academic values of Ball State University and to support the libraries programs in education, research, public service, and professional development.

Additional Preferred Qualifications:

**Education:** Earned doctorate or second master’s degree from an accredited institution of higher education.

**Experience:** Innovative leadership in library applications of Information Technology; strong record of developing external budgetary resources in support of research, teaching, service, and professional growth opportunities; experience with student and faculty governance organizations and with community groups.

Other: