

# Position: Director of Library Services

## APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references,
5. Desired salary (may be entered on application)
6. Please email your application materials to [hr@kwu.edu](mailto:hr@kwu.edu).

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as early as January 5, 2026.

**KWU is an Equal Opportunity Employer and encourages diversity in employment.** We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

**Overview:** The Director of Library Services is a full-time, 12-month position. The Director advances the mission of Kansas Wesleyan University and provides strategic leadership and administrative supervision to enhance student learning and student success. This means that the Director will be participatory in the full work of Memorial Library, which will include success coaching, assisting with Career Services, and leading university-wide efforts associated with digital and information literacy and access. The Director also assists with supervising work-study students.

**Key Relationships:** Works with students, faculty, staff from the Student Success Center, Memorial Library, and other university departments, as well as community members and external stakeholders.

**Budget Authority:** Memorial Library Budget

**Working Conditions:** Primarily in an office, library, classroom, and campus environment. May need to climb stairs and lift up to 20 pounds daily.

**Work Schedule:** 40-45 hours per week with some weekends and evenings required. Some travel required related to professional development opportunities.

### Responsibilities:

1. Service to students.
2. Serve as a success coach to first-time, full-time students.
3. Collaborate as an effective team member with Career Services and other success coaches.
4. Provide vision and dynamic leadership for integrated and innovative library and learning services to enhance and support the curriculum, instruction, and student success.
5. Perform managerial duties relating to personnel, budgets, and timely electronic staff timesheet approvals.
6. Direct, administer, and account for expenditures of library funds in accordance with budget appropriations and analyze spending trends.
7. Provide timely and accurate data reports to the university, state and/or federal agencies (e.g., IPEDS) regarding library services and operations.
8. Create, recommend, and revise policy to improve campus constituent service.
9. Must be attentive to the diversity of current and future learners. Ensure library practices reflect current knowledge and theory concerning teaching, learning, and their application for diverse student populations.

10. Strong commitment to digital and information literacy instruction into curriculum across all educational programs. Promote faculty involvement with library services and curriculum.
11. Ensure that the LLC is responsive to changing modes of research, study, knowledge acquisition and production.
12. Collaborate with campus faculty and staff to promote student success.
13. Supervise the acquisition, cataloging, weeding, and use of campus library collection within all current digital resources and hardcopy materials. This includes the coordination of all library materials including books, journals, electronic databases, multimedia materials, as well as university archives and institutional equipment.
14. Provide guidance to faculty/staff on issues and trends in librarianship including: copyright compliance, intellectual property rights, digitizing collections, preserving digital archives, and student support methods for distance education coursework.
15. Maintain a rotation schedule to include evening and weekend coverage.
16. Represent Memorial Library at regular meetings of the faculty, various committees, and library organizations.
17. Perform other appropriate and reasonably required duties as assigned by the position's supervisor.

**Qualifications:**

- **Education:** Minimum: Master's degree from an ALA-accredited program in Library Science (M.L.S.) or Library and Information Studies (M.L.I.S.)
- **Experience:** Sufficient experience to perform duties; Preferred: two-years academic library experience, excellent oral/written communication and presentation skills, familiarity with current digital content and online services used in libraries
- **Skills and Abilities:** Commitment to the philosophy of private higher education and the mission of the University, knowledge and understanding of the Library and Learning Commons functions, administer LLC functions and supervise the work of others, knowledge of computers, software, and electronic media, ability to climb stairs and lift up to 20-pounds on a daily basis, willing to work flexible hours and to travel as necessary to meet the responsibilities of the position.

**FLSA Status:** Exempt, Full-Time. Salary is commensurate with experience and includes a full benefits package. This position requires strong leadership and organizational skills.