



UNION PRESBYTERIAN SEMINARY

Position Description Part-Time Library Director – Charlotte Campus

Union Presbyterian Seminary (UPSem) invites applications for a **part-time (20 hr/wk) Charlotte Campus Library Director**. The Library Director for the Charlotte campus oversees the resources, services, and personnel of the Union Presbyterian Seminary Library on the Charlotte Campus. This position reports directly to the Vice President for Administration and Dean of Students (Charlotte) for matters pertaining to campus administration and to the Seminary Librarian (Richmond) on matters of Library administration.

The Charlotte campus of Union Presbyterian Seminary is a vibrant, supportive, and community-oriented academic environment. The student body is diverse and enthusiastic. Students pursue degrees and certificates in a hybrid learning environment, meaning that in-person classes take place on campus one Saturday per month. On these days the seminary shares community worship and lunch. Because of the hybrid nature of programming, much of the Library Director's interactions with students will take place online, though a few students, local pastors, and other patrons come to the library during the week. Throughout the week, the faculty and staff work mostly onsite enjoying collaborative work time and community lunch. Reference responsibilities and other library duties are shared with the Richmond library staff, who can provide training for a library colleague who may be new to theological librarianship. The hours for this position are flexible, apart from the one Saturday/month during the academic year when classes are held on campus. This position is particularly well suited to an experienced librarian who has left full-time employment but seeks to remain engaged with students and faculty, augment their income, and pursue their own lifelong learning.

Responsibilities and Duties:

1. Participates in the development, planning, implementation, management, and assessment of the following Library services:
 - a. Collection management and access;
 - b. Collection development;
 - c. Reference and instructional services;
 - d. Physical library maintenance and safety;
2. Recommends hires, supervises library staff in Charlotte and plans for their performance reviews and professional development;
3. Works with the Seminary Librarian on budget planning for the Charlotte campus library;
4. Works with the Seminary Librarian and library staff in Richmond to coordinate library procedures and services;
5. Contributes to annual reports and assessments related to the Charlotte Library, as required by the Seminary Librarian, the Vice President for Administration and Dean of Students for the Charlotte Campus, the Vice President for Strategy and Institutional Effectiveness, and the President of the Seminary.
6. Participates in state/regional library consortia.
7. Assumes other duties as assigned by the Seminary Librarian, the Vice President for Administration and Dean of Students for the Charlotte Campus, or the President of the Seminary.

Required Knowledge and Skills:

- MLS/MLIS degree from an ALA accredited program OR equivalent experience;

- Three to five years of professional library experience;
- Demonstrated knowledge of instructional technology and library automation systems;
- Excellent communication and interpersonal skills.

Preferred Knowledge and Skills:

- Advanced degree in a theological discipline;
- Demonstrated knowledge of sources and methods in theological research;
- Demonstrated teaching ability, for library-related instruction;
- Familiarity with the Presbyterian/Reformed tradition.

Working Conditions: This is a part-time position (without benefits) on the Charlotte campus. It is expected that the Library Director will be on site for a full day on the Saturdays when students are on campus. Remaining hours are negotiable and flexible; the Charlotte library is typically open from 8:30 am to 5:00 pm Tuesday through Saturday.

Status: Non-exempt (eligible for overtime)

Union Presbyterian Seminary is a graduate educational institution affiliated with the Presbyterian Church (USA) and an EO/AA employer committed to increasing the gender, racial-ethnic, and international and cultural diversity in its faculty, staff, and student body. Candidates from underrepresented groups are especially encouraged to apply.

Salary is negotiable based on experience and qualifications.

Letters of application, including a resume/CV and the names and contact information of three references, should be addressed to Tamora Droppa, Administrative Assistant, William Smith Morton Library, Union Presbyterian Seminary, 3401 Brook Road, Richmond, Virginia 23227, or emailed to Tamora.Droppa@upsem.edu. Review of applications will begin on **August 15, 2024** and continue until the position is filled.

Revised July 9, 2024