

Dean, University Libraries
Alcorn State University

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Posted Jul. 9, 2024, set to expire May 10, 2025

Job Title	Dean, University Libraries
Department	Academic Affairs Department
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Jul. 9, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Dean
Academic Field(s)	Library Services
Job Website	https://jobopps.alcorn.edu/postings/7248
Apply By Email	
Job Description	

Job Summary

The incumbent serves as the chief administrator for University Libraries, providing leadership in defining and communicating the role of University Libraries as the center of excellence. He/she is responsible for the daily operation of University Libraries, including overall management of programs, resources and services.

Knowledge, Skills and Abilities

- Knowledge of the mission, philosophy, and culture of Alcorn's history as a land-grant HBCU
- Demonstrated ability to develop programs and work effectively with internal and external

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- constituencies and stakeholders from diverse backgrounds
- Demonstrated skills and experience in successful team building, staff development and conflict resolution
- Demonstrated skill in leadership, effective management and organization, financial planning and budget preparation, resource allocation and strategic planning
- Excellent organizational and time management skills
- Outstanding interpersonal and communication skills
- Skilled in cross-cultural communication and multi-cultural competence
- Demonstrated ability to provide efficient leadership and maintain the respect of the departments supervised

Essential Job Functions

- Guides the growth and development of University Libraries
- Embraces and enhances the land-grant mission of instruction, research, and service to a diverse population of patrons
- Ensures compliance with internal policies and external regulatory agencies and specialized accreditation agencies
- Assists in the implementation of strategic goals, objectives and action plans
- Responsible for facilitating the recruitment, hiring, retention and evaluation of library staff
- Ensures that the unit budget is utilized in the most effective and efficient manner to achieve mission-driven priorities
- Carries out responsibilities in accordance with university policies and procedures, as well as applicable laws.
- Ensures submission of recommended annual unit budget to the Provost/Senior VP for Academic Affairs
- Builds visibility and image recognition through collaboration with the university community
- Maintains and upgrades library facilities, equipment and services as needed
- Represents the library to the university community, as well as to professional groups, organizations and other interested parties.

Qualifications

- Master of Library Science from an ALA accredited program

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- Doctoral degree in appropriate field is preferred

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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