

Associate Director, Hirsh Health Sciences Library
Tufts University

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Posted Dec. 16, 2024, set to expire Apr. 28, 2025

Job Title	Associate Director, Hirsh Health Sciences Library
Department	Research & Instruction Department
Institution	Tufts University Medford, Massachusetts
Date Posted	Dec. 16, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Research Library Services
Job Website	https://jobs.tufts.edu/jobs/21244?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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The Research & Instruction Department (R&I) of the Tufts University [Hirsh Health Sciences Library](#) is responsible for providing and developing services to meet the information needs of the staff, students, and faculty of the Boston Health Sciences Campus. The campus is comprised of the Tufts University School of Medicine, the Tufts University School of Dental Medicine, Public Health and Professional Degree Programs, the Friedman School of Nutrition Science and Policy, the Graduate School of Biomedical Sciences, the Human Nutrition Research Center on Aging (HNRCA), and Tufts Medical Center. In addition, the Library serves the clinical faculty and students of affiliate teaching hospitals. The Department's major activities are education, reference, online and print information delivery, circulation, and reserves.

What You'll Do

The Associate Director of the Hirsh Health Sciences Library also works as the Head of Research & Instruction and provides leadership and direction for all library services and programs. In this critical role, the Associate Director develops library strategic plans and initiatives in partnership with Library Director. Oversees day-to-day education, research, and reference operations of the Library, manages the Research and Instruction Department (including Circulation and Interlibrary Loan) and all aspects of library outreach.

Responsibilities include:

- Determines goals, strategies, plans and priorities for library in partnership with Director. Conducts library-wide assessments, evaluates data and reviews/develops plans to enhance library services and programs. Functions as administrator in charge in absence of library director. Oversees statistical requirements from outside agencies
- Manages and supervises Research and Instruction Librarians. Oversees service delivery and develops and manages outreach strategies. Coordinates all aspects of education, reference, and research. Oversees librarian activities related to evidence synthesis projects, research data management, and scholarly communication. Facilitates librarian involvement in University research initiatives and library-led original research projects
- Provides oversight for Interlibrary Loan and Circulation departments including hiring, training and evaluating performance and development opportunities. Ensures that staffing and organizational design align with library needs and priorities and leads library organization plans. Cultivates effective collaboration and teamwork

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- Determines service priorities and coordinates cross-library teams devoted to functional areas affecting the entire University, including research data management, repository services, research and instruction services, discovery platforms, and scholarly communication. Builds and sustains partnerships with key internal and external constituents and organizations
- Works closely with Library Administrator and the Library Director on budget planning, merit, and projecting future needs of the library
- Coordinates with Library Administrator to oversee library facilities and security needs and negotiates agreements and services with university operations divisions. Participates on space management and renovation planning
- Develops and recommends strategy for library communications and technology plans and initiatives. May act as primary liaison with school and University Communications on projects
- Represents library and leads library, campus, and university-wide committees and working groups including TUSM Curriculum Committee and Tufts Libraries Council. Demonstrates substantial activity at local, regional and national organizations. Demonstrates substantial activity at national, regional, or local levels. May serve in an elected position, on task forces, teams, programs, or committees with significant responsibilities
- Participates in reference, teaching, and circulation desk coverage as needed

What We're Looking For

Application Instructions: *To receive full consideration, interested individuals should apply online (Tufts Careers) and include: 1) a resume and 2) cover letter.*

The cover letter should address what interests you about this job and also your approach to leadership.

Basic Requirements:

- Knowledge and skills as typically acquired through completion of an ALA-accredited master's degree or foreign equivalent
- At least 7 years of experience in an academic, health sciences, or special library
- Expertise and experience with current and emerging issues, trends, workflows, business models and best practices in library management
- Advanced knowledge of and experience in project planning and management, including workflow development, documentation, developing recommendations and managing implementation

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- Demonstrated success managing partnerships and communications with library and school leadership. Commitment and experience participating in diversity, inclusion, and equity initiatives in higher education
- Experience developing and managing staff for multiple library departments, reviewing and recommending staffing models and resources, and managing professional development opportunities
- Familiarity with reference and end-user instruction

Preferred:

- Knowledge and experience with biomedical information resources
- A demonstrated ability to manage and prioritize diverse responsibilities, and work collaboratively with a diverse group of colleagues, both within the library, and throughout the University
- A strong commitment to personal professional growth and staff development

Pay Range

Minimum \$103,950.00, Midpoint \$129,950.00, Maximum \$156,000.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

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

Contact