

Head of Research and Instruction Services
Virginia Military Institute

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Posted May 6, 2025, set to expire Sep. 5, 2025

Job Title Head of Research and Instruction Services
Department Preston Library
Institution Virginia Military Institute
24450, Virginia

Date May 6, 2025
Posted

Application Open until filled
Deadline
Position Available immediately
Start Date

Job Department Head/Head/Chair
Categories

Academic Research
Field(s)
Library Services

Job <https://www.vmi.edu/about/offices-a-z/human-resources/jobs/all/job-openings/name-49899-en.p>
Website

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Description

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Virginia Military Institute (VMI) seeks a passionate, creative, and user-focused professional to join Preston Library as Head of Research and Instruction Services. The successful candidate will: oversee all aspects of research and instruction services including policies and procedures; advocate for innovative information literacy instruction and user education services; and assess programs to help the Library understand and respond to cadet and faculty research and information needs. The Head of Research and Instruction Services will collaborate with a team of librarians to develop and deliver high quality research services, instruction, and programming to VMI cadets, faculty, and staff. The librarian will work closely with faculty, instructors, and administrators to cultivate and promote Preston Library's commitment to support teaching, learning, and research.

This position is a full-time, non-tenure-track, Administrative/Professional Faculty Librarian position that reports to the Library Director.

Responsibilities:

- Lead the strategic planning, development and operational oversight of instruction and research services.
- Work collaboratively, within and outside of the Library, to develop responsive, user-focused information literacy instruction and research services and programs to support cadet, faculty, and staff excellence in academic research.
- Develop innovative and engaging library instruction and information literacy programs that incorporate student learning outcomes, active learning strategies, and assessment.
- Maintain online research tools and create research aides that facilitate library usage, including the library website and research guides.
- Provide guidance, direction, planning, support, advocacy, and assessment of instructional services and initiatives at the Library.
- Develop and sustain library instructional models, such as the ACRL Information Literacy Framework, through faculty partnerships.
- Coordinate outreach to campus partners to lead and/or support campus-wide instructional initiatives; create and maintain a visible presence on campus, representing the Library in research and instruction initiatives.
- Lead the entire range of in-person and online **research support services**(some evening and weekend hours required), providing high quality and timely services.
- Support librarians as they engage in instruction, research services, and liaison activities.
- Maintain knowledge of current trends in reference/research services, library instruction, information literacy and scholarly communication, and incorporate these trends into the work of

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the Library.

- Assist with data gathering for annual reports as needed, including IPEDS, SACSCOC, Library Director's Annual Report.
- Participate in collection development.
- Participate in night and weekend duty as required.
- Other duties as assigned.

Preferred Qualifications:

- Experience with information literacy instruction assessment.
- Evidence of effective delivery of instruction, services, and programming to faculty and students.
- Experience with Springshare platform and its services.

Required Qualifications:

- Master's degree from an American Library Association-accredited graduate program or related graduate degree.
- A minimum of 3 years of academic library experience related to public services including research, reference, teaching, or outreach.
- Demonstrated commitment to user-centered services for students, faculty, and staff.
- Demonstrated ability to work collaboratively and build relationships with colleagues and peers.
- Excellent interpersonal written and verbal communication skills, including presentation skills.

The salary is competitive, commensurate with experience. As a state institution, VMI offers an attractive benefits package, including health and dental insurance and retirement options. The details are available online in the [Administrative/Professional Faculty Handbook](#).

Application Instructions

In addition to the online application please include a letter of interest, curriculum vitae, and contact information for three professional references.

Initial interviews will be conducted via Zoom or Microsoft Teams.

Virginia Military Institute is a state-supported four-year undergraduate military college offering leading academic programs in the liberal arts, engineering, and the sciences. It is located in the southern Shenandoah Valley of Virginia. Lexington, Virginia (pop. 7,000), is also home to Washington & Lee

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University and offers a stimulating cultural atmosphere in a pleasant, rural setting.

EEO/AA Policy

VMI is an Equal Opportunity Employer. In a continuing effort to enrich its academic environment and provide equal education and employment opportunities, VMI encourages women, minorities, disabled individuals, and veterans to apply. AmeriCorps, Peace Corps, and other national service alumni are also encouraged to apply. VMI will provide reasonable accommodation to qualified individuals with documented disabilities to ensure equal access and equal opportunities with regard to employment, educational opportunities, programs and services.

Contact Information

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

Contact

Human Resources
Virginia Military Institute
24450, VA 24450

Phone Number 540-464-7233
Contact E-mail hroffice@vmi.edu