



## COLLEGE LIBRARIAN

### *Academic Affairs*

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#### **ABOUT OCCIDENTAL**

Founded in 1887, Occidental is a small, highly selective and diverse liberal arts college in Eagle Rock, a creative and vibrant neighborhood in northeast Los Angeles. The distinctive interdisciplinary and multicultural focus of the College's academic program seeks to foster both the fulfillment of individual aspirations and a deeply rooted commitment to the public good. The College is distinguished by excellence in teaching and research, undergraduate research, institutional partnerships, and community engagement both locally and globally. Deep collaborative partnerships with local institutions such as Caltech and NASA's Jet Propulsion Laboratory, the Huntington Library, the Autry Museum of the American West, and Art Center College of Design provide faculty and students with incomparable research opportunities. The small size of the campus, yet wide access to the resources of Los Angeles and the world, make Occidental College intimate in scale but infinite in scope.

The Mary Norton Clapp Library at Occidental College opened on Founder's Day in April 1924. The building was expanded in 1955 and again in 1971, bringing the total square footage to 107,000. An ever-evolving space, the building serves as the campus' *Academic Commons*, bringing together students, faculty and staff with access to extensive technology, innovative programming and services, flexible learning and teaching spaces, peer tutoring and research support, in addition to digital, material and human resources.

#### **POSITION SUMMARY**

The College Librarian is the chief administrator of the Library and the Center for the Digital Liberal Arts (CDLA), reports directly to the Dean of the College and Vice President for Academic Affairs, and has faculty status (is a voting member of the faculty w/o tenure). The College Librarian provides vision, leadership and resources in support of the curriculum and faculty and student scholarship. S/he manages an operating budget of \$1 million+ (exclusive of labor), with a total staff of 22 (17 FTE, 6 of whom are direct reports) and oversees all Library and CDLA units and functions – circulation and collection services, special collections and college archives, information literacy instruction + research, digital scholarship development + design, and peer learning. S/he manages the Academic Commons, the facility that houses the Library and CDLA, and collaborates with the various curricular and co-curricular departments and programs in the Commons to provide a physical space that supports the ambitions of the academic program. S/he leads departmental planning and new initiatives, and represents the College locally, regionally and nationally.

#### **SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS**

- Articulates and guides the strategic contributions of Library/CDLA in supporting excellence in teaching, learning, and research at Occidental College;
- Collaborates with all stakeholders, disciplines, and programs to provide appropriate resources to encourage student engagement in all aspects of their academic and co-curricular pursuits;
- Provides leadership and support for all Library/CDLA organizational operations including budget, personnel, collection development, policy, instruction, and archival and digital scholarship pedagogy, as well as oversight for the Academic Commons;

- Works with faculty, department chairs, and senior academic administrators to ensure that Library/CDLA initiatives are aligned with the strategic goals and resources of the Academic Affairs division;
- Facilitates information literacy efforts at all levels and across disciplines among faculty and students;
- Oversees the identification, evaluation, and facilitation of innovative applications of technology, concentrating on research, pedagogy, curricular innovation, and the academic priorities of faculty and students;
- Oversees learning technologies at the College, such as the learning management system and other technology platforms for scholarly publication, teaching and learning (e.g. Global Crossroads, OxyScholar);
- Stewards the development of services and support to foster innovative pedagogical initiatives;
- Works in partnership with ITS and institutional stakeholders on the planning and implementation of academic technologies to ensure a seamless user experience, scalable solutions, and cost effective practices;
- Works with Institutional Advancement to establish and build relationships with individuals, corporations, and foundations; seeks donations, gifts-in-kind, and grants, as appropriate, which support capital and operating budgets;
- Serves as an advocate for and communicates about the Library/CDLA's role, services and needs to Occidental faculty, staff and students and outside groups, including cultural institutions, historical societies, alumni, vendor representatives, and other professional organizations and consortia;
- Maintains appropriate documentation and coordinates assessment and reporting of operations;
- Serves on college committees as elected or appointed.

## **QUALIFICATIONS**

### **Minimum Qualifications**

- Graduate degree in Information Science or an advanced degree in a related subject area (e.g., archival studies, education, informatics, museum studies, or a disciplinary PhD with digital humanities expertise);
- Five years of effective supervisory, administrative, and management experience in a higher education library setting with strong archival and instructional technology components;
- Demonstrated success in fostering a collaborative, creative, and collegial environment;
- Proven leadership abilities in creating and communicating a vision for the library and the digital liberal arts, for building partnerships, and for collaborating broadly to meet the demands of a vibrant academic program and the expanding needs of students and faculty;
- A strong understanding of new and developing trends in higher education;
- A strong understanding of current issues and trends in archival and digital pedagogy and scholarship, instructional technology and design, intellectual property, scholarly communication, and holistic assessment;
- Proven ability to work with professional integrity and a commitment to build strong relationships that respect diversity of identity, background, and perspectives.

### **Preferred Qualifications**

- Teaching experience in a higher education setting; evidence or record of scholarly achievement;
- Proven ability to support faculty research in a liberal arts environment;
- Experience in leading successful results-oriented planning initiatives;
- Demonstrated team-building and mentoring experience;
- Proven abilities to effectively manage organizational change for improving efficiencies and services;
- Preference will be given to qualified candidates who demonstrate a commitment to recruiting, retaining, mentoring and actively engaging with underrepresented and underserved populations both on campus and in the broader community.

## **APPLICATION INSTRUCTIONS**

Review of applications will commence immediately, with preference given to those submitted by October 31, 2018, with a position start date no later than July 1, 2019.

Application materials should include: resume/CV, a cover letter detailing how your qualifications meet the position requirements, and the names of three professional references. Submit materials to [librariansearch@oxy.edu](mailto:librariansearch@oxy.edu)

*As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.*

*We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.*