



University Profile:

The University of Dayton, founded in 1850 by the Society of Mary, is a Top Tier Catholic research university. The University seeks outstanding, diverse faculty and staff who value its mission and share its commitment to academic excellence in teaching, research and artistic creativity, the development of the whole person, and leadership and service in the local and global community. To attain its Catholic and Marianist mission, the University is committed to the principles of diversity, inclusion and affirmative action and to equal opportunity policies and practices. As an Affirmative Action and Equal Opportunity Employer we will not discriminate against minorities, females, protected veterans, individuals with disabilities, sexual orientation or gender identity.

University Libraries Profile:

The University Libraries are comprised of Roesch Library, the Marian Library/International Marian Research Institute (IMRI) and the University Archives and Special Collections. The Libraries are one of the founding members of OhioLINK, a consortium of Ohio libraries that share resources and provide rapid access to and delivery of over 46 million items available at college and university libraries across the state. Roesch Library has over 1 million print and electronic books and access to over 68,000 print and e-journals. The University Archives include records created by University departments, records of student organizations, alumni and faculty papers, student theses and dissertations, photographs and audiovisual recordings, and University publications. Special collections highlight sports, the arts, politics and the pursuits of UD alumni. These collections contain rare prints, drawings, photographs, maps, art objects and audiovisual recordings.

Marian Library/International Marian Research Institute (IMRI) Profile:

The Marian Library/International Marian Research Institute is a key component of the University Libraries at the University of Dayton. The Marian Library was founded by the Marianists in 1943 to develop, maintain, preserve and provide access to materials that support Marian scholarship and sound Marian devotion. The Marian Library, houses the world's largest collection of published materials on the Virgin Mary. The multi-language collection includes over 95,000 books and pamphlets. These works are supplemented by a Marian stamp collection, crèche collection, statues, medals, postcards and works of fine art. Publications include Marian Studies (papers given at the annual meeting of the Mariological Society of America), Marian Library Studies (original research on Marian topics) and the twice-yearly Marian Library Newsletter. The Marian Library is recognized both nationally and internationally as a center for study on the Blessed Virgin Mary. As part of the International Marian Research Institute, the Marian Library serves the research needs of faculty and students of the Institute (IMRI) and the University of Dayton, and researchers throughout the world. It also documents the diverse expressions of popular devotion to Mary, and provides public outreach through its exhibits, tours and reference services.

Position Summary:

Reporting jointly to the Executive Director of the Marian Library/IMRI and the Dean of University Libraries, the Marian Library Director is responsible for strategic planning, management, budgeting, marketing and administration of Marian Library resources and services. The Marian Library Director will partner with other faculty and staff in IMRI and the University Libraries to create and manage a world class special

collections library that supports education and research on, and devotion to the Blessed Virgin Mary. The Director of the Marian Library is a 12 month, full-time (35 hours), tenured faculty position.

Position Description:

Provide vision and direction to the Marian Library including strategic planning, marketing, administration, and leadership of faculty and staff in the Library. Work with the Executive Director and Dean of Libraries to manage the budgets of the Marian Library/International Marian Research Institute. Supervise day-to-day operations of the Library.

Position Activities:

- 1) Leadership (15%)
 - a) Develop and maintain the core services of the Marian Library and leads the creations of new services to optimize access to the collection
 - b) Lead a team of librarians and other staff
 - c) Recruit and recommend appointments and promotions for Library faculty and serve as a mentor and provide guidance for junior faculty
 - d) Serve on the Libraries' Council, the Dean's Leadership Team and the IMRI Executive Council
 - e) Serve as a point of leadership, collaboration, and coordination within and among faculty and staff across the University Libraries
 - f) Work with others to expand the Marian Library's reputation nationally
- 2) Planning (10%)
 - a) Participate in internal meetings to coordinate the Library's goals and objectives with those of related departments and divisions within University Libraries and the University
 - b) In collaboration with the Libraries Assessment Team and others, assess and improve Marian Library collections and services
 - c) With other members of the Dean's Leadership Team, identify and implement new and/or improved, collaborative models for collection development, acquisitions, technical processing, and service provision
- 3) Finance and Budget (15%)
 - a) Develop short and long range budgets
 - b) Work closely with the Executive Director and Dean to prepare and administer the Marian Library/IMRI's annual collection and operations budget of approximately \$300,000
 - c) Review and approve expenditures and cost recoveries regularly and track them against the approved budget
 - d) Prepare applications for grants and administer funds received to increase Library revenues
 - e) Establish Library support through development activities
- 4) Human Resources (5%)
 - a) Manage the hiring process, promotions, staff development and disciplinary actions for the Marian Library
 - b) Define responsibilities for Marian Library faculty and staff and review them annually
 - c) Delegate and monitor duties and responsibilities of the Marian Library personnel
- 5) Administration and Assessment (10%)
 - a) Collect, prepare, and analyze Marian Library reports and statistics

- b) Plan and conduct Marian Library staff meetings
 - c) Lead and participate in appropriate IMRI and Libraries committees
 - d) With the Executive Director and the Dean of Libraries, develop and maintain Marian Library facilities including space design and utilization, furnishings, equipment, and security
- 6) Resource Management (10%)
- a) Provide leadership for the development and management of the Marian Library collections
 - b) Establish processes that reflect the Marian Library's collection development and management plan
 - c) Assure the processing and preparation of print and electronic information resource additions and the maintenance of the condition and order of resources to ensure their availability to Marian Library clients
 - d) Assure efficient license negotiation with publishers and other vendors in collaboration with the Associate Dean for Collections and Operations to obtain cost-effective agreements
 - e) Working with the Director of Information Acquisition and Organization, assure the cataloging, indexing, and metadata creation for information resources in accordance with national and international standards
 - f) Monitor copyright and intellectual property compliance and contractual commitments
- 7) Technology (5%)
- a) Work with the Director of Information Systems and Digital Access and other appropriate staff to coordinate the development and application of appropriate technology for resource collection, management, and access
 - b) In close cooperation with the Director Information Services and Digital Access and other appropriate staff in IMRI, develop, oversee, and evaluate the Marian Library's Internet presence within the parameters set by the University, the University Libraries and IMRI
- 8) Marketing (5%)
- a) Assure the marketing and promotion of the Marian Library and its products and services. This responsibility includes publications, programming, and public relations
 - b) Establish and maintain rapport with current and potential Marian Library patrons and donors
 - c) Represent the Marian Library at internal and external meetings and functions
- 9) Customer Service (5%)
- a) Assure the development of proactive customer-oriented services provided by the Library
 - b) Assure the development of policies and procedures for hours of operation, circulation of materials, document delivery, and other services in support of the research, education, and outreach missions and to ensure information resources are fully accessible to clients
 - c) Ensure the provision of professional and personal assistance to clients in answering inquiries, locating information, and interpreting resources
- 10) Scholarship and Service (20%)
- a) Conduct research and disseminate the findings at major national meetings and through publication in peer-reviewed journals

- b) Participate in policy-making forums and advisory groups and committees at the local, state, and national level

Required Qualifications:

- Graduate degree in library science from an ALA-accredited institution or MA in History with archival management concentration
- Ability to meet University Libraries requirements for appointment at the academic rank of Associate Professor or Professor, including a record of professional achievement, service, and a strong record of peer reviewed scholarship (See here for a copy of the Libraries' Promotion and Tenure Policy)
- 5 years of professional experience, with progressive administrative responsibility in a special collections, archives or equivalent organization.
- Budget management experience
- Experience supervising librarians or staff
- Evidence of strong written communication skills
- Demonstrated knowledge of current and emerging trends in special collections and archives practice
- Demonstrated understanding of the role of special collections and archives in learning or research

Preferred Qualifications:

- Demonstrated understanding and appreciation of the Catholic and Marianist philosophy of education and the mission of the University of Dayton
- A degree in religious studies, theology or related field
- Experience working with religious special collections
- Demonstrated experience mentoring librarians
- Demonstrated knowledge of intellectual property issues related to archives and libraries and copyright issues associated with print and digital technologies
- Experience developing and assessing performance metrics for library services and collections
- Knowledge of library marketing strategies and techniques
- Evidence of strong oral communication skills
- Excellent interpersonal skills and ability to work effectively with diverse faculty, staff and students
- Demonstrated ability to work with the technologies required for library management
- Ability to actively engage in fundraising, donor relations, collection solicitation and gift management
- Experience working directly with researchers
- Reading knowledge of one or more languages relevant to the Marian Library collections such as French, Spanish, German, Latin and Italian
- Knowledge of or experience with preservation and conservation practice
- Knowledge of or experience with digitization and developing digital projects
- Demonstrated record of preparing and managing grant proposals
- Demonstrated successful experience developing and delivering public presentations and reports to key constituents