



**Wingate University**  
**Open Position Description**  
**Director of the Library**

**Position Title:** Director of the Library

**Location:** Wingate Main Campus

Founded in 1896, Wingate University is a laboratory of difference-making that serves more than 3,600 students in North Carolina. Wingate offers 36 undergraduate majors as well as six master's and four doctoral programs. The University is home to the Cannon College of Arts and Sciences; the Levine College of Health Sciences; the Byrum School of Business; and the College of Professional Studies, which includes the Thayer School of Education and the School of Sport Sciences. The University's motto is "Faith, Knowledge, Service." Learn more at [www.wingate.edu](http://www.wingate.edu).

**Position Summary:** The Director of the Library, reporting to the Vice Provost of Institutional Effectiveness and SACSCOC Liaison, is charged with the responsibility of developing, promoting, maintaining, and expanding the library. This includes its resources and services, which support students, faculty, staff, and community patrons as well as the mission of the University. The Director regularly supports information literacy, promotes exceptional customer service, conducts budgetary activity, assists with student retention, and effectively manages Library Staff and Student Assistant Staff.

**Duties and Responsibilities**

- Maintain current knowledge of standard library principles and practices, concepts of freedom of speech, copyright issues, collection development, patron confidentiality, censorship, and other library ethical issues.
- Develop the mission and vision for the Library and its services that align with the University's mission and vision; construct, implement, and keep current a strategic plan to progress the vision and communicate the goals to all University constituencies; develop policies and procedures to ensure accomplishment of goals and fulfillment of mission and vision.
- Plan, implement, monitor, and approve the library's budgets and expenditures in conjunction with Library staff and the University's Financial Team.
- Supervise the enhancement, promotion, and expansion of a contemporary, technological, and vibrant information literacy program that scaffolds from entering freshmen through graduate and doctoral students.
- Aid in collaboration with faculty and library staff to expand and maintain excellent library collections which meet accreditation standards and represent diversity, inclusion, freedom of speech as well as support the current and anticipated information needs of the University.
- Lead, recruit, inspire, and empower the library staff while fostering their professional growth and development as well as creating and maintaining a cooperative, collegiate, and customer service-oriented climate.

- Proactively cultivate and strengthen the design, implementation, and reporting of new and continuing assessment for the library resources and services to include student learning and accessibility for Institutional Effectiveness and accreditation standards.
- Advise University administration of the library's strengths and weaknesses in meeting student success and accreditation standards.
- Foster official public relations with area businesses, any appropriate state and federal agencies, professional associations, various consortia groups (NCICU, etc.), Library donors, the Union County Public Library, and the general public.

#### **Other Library Assignments:**

- Serve on University Committees as assigned
- Perform Reference Desk duties as needed
- Assist with collection inventories as needed
- Serve as Library Liaison for select academic departments
- Assist in teaching Information Literacy classes to the University community
- Other duties as assigned

#### **Qualifications and Experience**

- Master's Degree from an ALA-accredited institution
- Prefer a second Master's Degree or Doctoral Degree
- At least five years' experience in a college/university library setting with increasing responsibilities
- Computer-based library systems experience
- Managerial vision, abilities, analytical skills, flexibility, and creativity in problem-solving
- Crafted skill in written and oral communications
- Work effectively with library staff, faculty, and administration
- Reference Desk experience

#### **Competencies**

- **Leadership and Setting Direction** - Acts to align Library goals with the strategic direction of the University and its mission. Provides active guidance and effective delegation to, and influence over, direct reports and associated team members in order to maximize productivity while maintaining high morale as well as ensuring they understand how their work relates to the University's mission.
- **Coaching and Developing Others** - Effectively coaches employees through frequent feedback and discussions to help unlock their potential and maximize their own performance while providing support and encouragement to learn, grow and develop.
- **Conflict Management/Composure** - Uses appropriate interpersonal styles and methods to reduce tension or conflict between two or more people including recognizing differences of opinion and bringing them out into the open for discussion while looking for win-win solutions. Remains calm under stress and functions effectively with focus, intensity, optimism, and persistence when under pressure and maintains self-control in the face of hostility or provocations.

- **Building Trust and Collaborative Relationships** - Develop, maintain, and foster healthy collaboration which strengthens partnerships internally and externally as well as working collaboratively with others for information, assistance, and support to meet shared objectives. Gaining the confidence and trust of others through honesty, integrity, and authenticity while communicating an understanding of the other person's interests, needs, and concerns as well as remaining open to others' ideas and opinions even when they conflict with their own.
- **Change Management, Flexibility, and Adaptability** - Initiates, develops, plans, sponsors, and acts as a champion to implement organizational change while demonstrating support for innovation and change needed to improve the Library's effectiveness and helps others to successfully manage change. Communicates effectively and provides timely guidance and feedback.
- **Other Competencies:**
  - Effective Communication
  - Analytical Thinking
  - Excellent Customer Service Skills
  - Results-Oriented

To apply, submit the following to **Human Resources** at [careers@wingate.edu](mailto:careers@wingate.edu)

- 1) letter of interest, 2) resume, and 3) contact information for three references.

*EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act and its amendments. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status.*