

Assistant Dean of the Library

The University of Scranton seeks an Assistant Dean to administer Library operations relating to acquisitions, serials, cataloging, circulation, interlibrary loan, stack maintenance, media resources, and to represent these services within the Library administrative planning team.

Qualifications: Master's degree from an American Library Association accredited program. Additional graduate level degree preferred. Four years academic library supervisory experience at a departmental or divisional level.

Required knowledge, skills, and abilities include: Familiarity with library technology including integrated library systems, databases, Internet applications, emerging technologies and public interfaces; evidence of excellent oral and written communication and organizational skills; ability to work collaboratively within an academic community; ability to develop strategic and tactical planning goals; ability to manage multiple projects including setting and meeting deadlines; and ability to provide supervisory support and oversight.

Hours: Monday-Friday, 8:30-4:30 pm. Applications accepted until September 30, 2011. Review of applications begins August 1, 2011. The University of Scranton is an EOE/Affirmative Action Employer/Educator. Veterans, minority persons, women and persons with disabilities are encouraged to apply.

Applications must be made online through the University's new Employment Online website: universityofscrantonjobs.com

Applications submitted by mail, email or fax will not be accepted.

If you need assistance, please call Human Resources at (570) 941-7767 or e-mail your questions to hr@scranton.edu.