



## SACRED HEART MAJOR SEMINARY

Position Title: **LIBRARY DIRECTOR**

Location: Detroit, Michigan

Hiring Institution: Sacred Heart Major Seminary

### Position Description:

The Library Director serves as the administrator of the Cardinal Szoka Library. Reporting to the Dean of Studies, the Library Director oversees collection acquisition and development including electronic resources according to the library collection policy, oversees the library budget, supervises library staff, oversees library services and physical space, promotes professional development, and engages in strategic planning.

### Essential Duties and Tasks:

1. Manages day-to-day operations of the library.
2. Develops and administers operational policies and procedures for the library.
3. Recommends and monitors the library budget.
4. Supervises library staff.
5. Establishes and maintains regular office hours and is available to faculty and students for assistance in acquiring library resources and outside resources through interlibrary loans.
6. Provides library instruction in various formats to students, staff, faculty, and patrons.
7. Works with the Library Committee to manage collection development of print books, e-books, periodicals, and databases.
8. Participates in college faculty meetings and serves on the Library Committee, providing monthly data reports and acquisition recommendations from faculty and students.
9. Provides monthly updates to seminary faculty via email and students via newsletter of new acquisitions to the library and posts the same on the seminary website.
10. Serves on other institutional committees as assigned by the Rector or the Dean of Studies.
11. Other duties as assigned by the Dean of Studies.

### Qualifications:

1. A Master's degree in Library/Information Science and Master's degree in Catholic theology.
2. Professional library experience, ideally in an academic setting, for at least two years, five years preferred.
3. Minimum of two years supervisory or management experience in a library, with duties of directing and administering library services; long-range planning; and budget planning and management.
4. Commitment to supporting and advancing the Seminary's mission.

5. Willingness to take the profession of faith and oath of fidelity.
6. Advanced knowledge of philosophical and theological resources for research.
7. Mastery of current trends and best practices in higher education libraries.
8. Commitment to the continuing improvement of high quality services to library users
9. Knowledge of library instructional theory and practice
10. Demonstrated experience using effective assessment tools and analyses
11. Skilled in instructional and educational technology
12. Expertise in current reference practices, technologies and proficiency in providing reference assistance, in a wide array of online and traditional library resources
13. Familiarity with online catalogs, electronic library collections, chat services, course-management systems, social-networking and web-authoring tools
14. Excellent communication skills, both verbal and written
15. Strong problem-solving and team-building skills
16. Demonstrated ability to work effectively both independently and collaboratively.

Please submit curriculum vitae, listing three references, by March 15, 2020 to:

Attention: Ann Marie Connolly, Director of Human Resources  
Email: [connolly.ann@shms.edu](mailto:connolly.ann@shms.edu)  
Mail: Sacred Heart Major Seminary  
Attn: Ann Marie Connolly, Director of Human Resources  
2701 Chicago Blvd.  
Detroit, MI 48206  
Phone: 313-883-8587  
Start Date: July 1, 2020 (negotiable)  
Compensation: Commensurate with experience.

**About the Institution:**

Founded in 1919, Sacred Heart Major Seminary is a Roman Catholic seminary consisting of a fully-accredited, four-year College of Liberal Arts, as well as a fully-accredited graduate School of Theology. The seminary primarily forms priests according to the Heart of Jesus Christ the Good Shepherd, and further, prepares priests, deacons, and lay ecclesial ministers, equipping them for the work of ministry in the New Evangelization. The institution has approximately 500 students, including individuals from other countries; most students are enrolled on a part-time basis.

Sacred Heart Major Seminary is an Equal Opportunity Employer and considers all candidates for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the seminary may consider a candidate's religious affiliation in its employment decisions, consistent with State and Federal law.