Position Description

SUMMARY:

The Associate Director, Education and Engagement serves on the senior leadership team and is responsible for providing strategic leadership for the full range of research and learning services offered by the PCOM Library. The Associate Director will lead a collaborative team across campuses to develop high-quality, innovative, and user-oriented services by maintaining dynamic service oriented programs in instruction, liaison services, student engagement, and outreach.

The Associate Director manages and delivers day-to-day library services and supervises, maintains, and enhances policies and procedures for the PCOM Library. This position reports to the Chief of Library Services and serves as an active advocate for the missions and goals of PCOM by fostering effective communication and relationships with faculty, students and administrators in all departments. Participate in the space planning and management of the new PCOM South Georgia library.

RESPONSIBILITIES AND DUTIES:

Leadership and Management

Serves as an active advocate for the missions of PCOM by fostering effective communication and relationships with faculty, students, and administrators in all departments/programs.
Works with senior leadership to ensure that accreditation requirements are met. Writes reports and prepares documentation for program accreditation and site visits.

Responsible for strategic planning and innovation for the Library liaisons and Instruction, community engagement, and research in coordination with the Chief Library Services Officer.

Directs the day-to-day activities of the PCOM Georgia Library, including systems, electronic resources, education, research, and issuing of books/materials.

Oversees the physical environment of the Library, including participating in space planning.

Develops the collection of library resources by acquiring, changing, and removing resources in all formats in consultation with college faculty and administration.

Develops, implements, reviews, and updates Library policies and procedures.

Recruits and mentors an agile, forward thinking, diverse and inclusive staff and creates opportunities for their growth and professional development.

In cooperation with Chief Library Services Officer, maintains relationships with vendors and other external entities, such as consortia, alliances, and professional organizations.

Assists the Chief Library Services Officer with vendor license negotiations and pricing of resources, when needed.

Keeps the Chief Library Services Officer apprised of unit activities and metrics through monthly meetings.

Participates on teams and committees, as appropriate.

Performs other library-related duties or projects as assigned by the Chief Library Services Officer.

Budget

Works closely with the Chief Library Services Officer to develop, administer, and direct the operating budget for the PCOM Georgia Library ensuring alignment with the mission of the Library.

Monitors and approves allocated financial purchases in Banner (and related financial instruments) in concert with fiscal budget.

In coordination with Chief Library Services Officer, prepares upcoming fiscal year budget plans.

In coordination with Chief Library Services Officer, participates in monthly analysis of operating budget and reconciles monthly and year-end differences.

Academics

Leads the development and integration of librarian participation, including the liaison program, in research and the curricula of the academic programs.
Ensures successful delivery and evaluation of innovative programs, services, and resources, both online and in-person.

Interacts with academic departments/programs to advance curricular and pedagogical goals.

Empowers students to be critical thinkers, enthusiastic readers, and knowledgeable researchers.

Ensures the acquisition and delivery of scholarly information resources meeting the needs of students, faculty, and staff.

Teaches for and participates in the development of existing and new programs.

User Services and Engagement

Oversees all aspects of library outreach activities including seminars, workshops, resource trainings, and focus groups.

Leads, evaluates, and improves the content, design, and organization of the Library's online presence.

Manages library communications and marketing campaigns.

Performs observational studies to better understand how patrons use library spaces and services.

Creates innovative services and introduces new technologies to enhance user services that enhance the library’s functionality and usability.

Oversees the Library's advisory boards and responds to students' and faculty's suggestions.

Identifies and evaluates all the ways users interact with the library and create an approach to the full spectrum of library experiences including those involving staff.

MINIMUM QUALIFICATIONS:

ALA accredited Master's degree in library and information science

Minimum five years related experience in an academic health sciences library

Minimum five years related experience teaching and training in the health sciences

Knowledge of the medical and health sciences literature across a broad spectrum

Knowledge of library operations including reference, instruction, and technology

Knowledge of healthcare, research, and the medical education process

Record of participation in professional activities at the regional and national level

Record of research, publication, and grant writing

Strong interpersonal skills and enthusiasm which encourage teamwork, collaboration, and relationship building
Proven ability to inspire, build trust, lead organizational change, foster innovation, and empower staff growth

Experience working for a multi-campus institution

Application Instructions

All inquiries MUST include:

• Curriculum vitae or resume
• Salary requirements
• Three (3) references, preferably from current or former supervisors

Additional Information:

Must pass a background check.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

For official job descriptions, visit www.pcom.edu

Disclaimer:

The intent of this description is to illustrate the types of duties and responsibilities that will be required of positions given this title and should not be interpreted to describe all the specific duties and responsibilities that may be required in any particular position. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of Human Resources. Philadelphia College of Osteopathic Medicine reserves the right to revise or change job duties, job hours, and responsibilities.