

JOB DESCRIPTION:**Assistant Dean for Library Technology and Systems
Western Michigan University Libraries**

This position provides leadership, vision and strategic planning for all library technology based systems and services. This position is a member of the senior management team and reports to the Dean of the University Libraries. The Systems Office, the Web Office and the Digitization Center, including both faculty and staff, report to this position.

RESPONSIBILITIES:

- Provides leadership, management and direction for the Libraries' technological development and services.
- Ensures that library programs, services, and infrastructure are responsive to the academic needs of faculty, students, and staff of Western Michigan University.
- Develops strategic goals and objectives.
- Responsible for the assessment of current and future library technologies.
- Facilitates interaction and communication within the unit and throughout the Libraries.
- Represents the Libraries in technology matters within the University, region, state and nation.
- Encourages creative development in digital and information technology initiatives that respond to user needs.
- Serves as the primary liaison on Library Technology matters.
- Proposes grant-funding sources for special projects.
- Participates to the fullest extent possible in programs, cooperative library efforts and professional activities in support of the Libraries.

QUALIFICATIONS:**Required:**

- M.L.S. or its equivalent from an ALA accredited program.
- 5 years or more of substantial and progressively responsible experience in information technology in a research library or university.
- A record of successful implementation and management of emerging technologies.
- Demonstrated experience in project management and systems analysis and design.
- Knowledge of information technology trends and applications, and of scholarly communication patterns.
- Experience with server operating systems and Web design or programming.
- Experience managing a library integrated system.
- Experience in fiscal and program management.
- Ability to work effectively with staff, colleagues, faculty, and students.
- Excellent interpersonal skills; excellence in written and oral communication.
- Demonstrated record of professional involvement and contribution.

Preferred:

- Experience with Endeavor/Voyager integrated system.
- Experience with digitization technologies.
- Experience in fundraising.

APPOINTMENT AND COMPENSATION: Full time, twelve months appointment. Executive official classification with a generous benefits package. Salary commensurate with qualifications and experience.

PROCEDURES:

Letter, resume, and the names and phone numbers of 3 references should be sent to: Regina E. Buckner, Director Operational Services, Waldo Library, Western Michigan University, Kalamazoo, MI 49008-5353. Applications received by January 31, 2005 will receive first consideration. Review will continue until the position is filled.

WESTERN MICHIGAN UNIVERSITY AND THE UNIVERSITY LIBRARIES: WMU is a dynamic and growing Carnegie Doctoral/Research Extensive University with 30 doctoral programs and enrollment of 27,829 students, 20% at the graduate level. Located less than three hours from Chicago and Detroit, Kalamazoo offers rich cultural and recreational activities and is situated in the fastest growing part of the state. The Library system includes Waldo Library (the main library), Archives & Regional History Collections, Education Library, Music and Dance Library and Visual Resources Library. WMU has 4.2 million print and non-print items and over 400 networked staff and public workstations. The Libraries' technological resources include the Integrated Library System and special applications (e.g., electronic reserves, virtual reference, SFX, and ILLiad), which reside currently on twenty servers running Solaris, Windows 2000, Novell and Linux. We are members of CRL, MLC, OCLC, and SMLC.

WMU is an EO/AA Employer that encourages qualified women and members of minority groups to apply.