Position: Assistant Director Regional Campus Library & Assistant Librarian

Miami University Hamilton Campus, Hamilton, Ohio, has an opening in Rentschler Library for an Assistant Director. We seek a self-motivated, energetic, flexible team-player with a can-do attitude who is interested in reference, teaching, collection development, information technology, and administration; someone who can embrace an environment of continual improvement and change. This position reports to the Director, Rentschler Library. For additional information about the campus, visit: http://www.ham.muohio.edu/. For additional information about the library, visit: http://www.ham.muohio.edu/library/.

Responsibilities include but are not limited to: assisting students, faculty, staff, and the general public with information content and technology needs in-house and via phone, email, and IM (some evenings and weekends required); developing and teaching credit and non-credit courses and workshops for students, faculty, and staff of the university; applying computer skills to develop library services; maintaining the library’s web site; creating and maintaining strong relationships with academic departments on campus; developing and managing collections in multiple disciplines (to be determined based on library needs); serving as back up to the Circulation Supervisor and Interlibrary Loan Librarian; taking on administrative responsibility as needed; participating and contributing to the library’s team organization; other duties as assigned.

Requirements include a graduate degree from an ALA accredited institution; strong computer knowledge; demonstrated ability in applying technology to library services; strong commitment to quality public service; strong personal leadership and communication skills; ability to meet the University Libraries’ requirements for promotion and continuing contract (Librarian Appointment, Rank and Promotion System at http://www.lib.muohio.edu/about/larps.pdf).

Highly desirable: Experience teaching credit classes, workshops, and one-on-one sessions in an academic library setting; experience providing public service in an academic library; experience with web page design and maintenance; some administrative and supervisory experience.

Environment: Rentschler Library, Hamilton, Ohio, has a strong tradition of public service and of building a collection that supports the campus’s education and research activities. The library contains approximately 70,000 volumes and subscribes to approximately 250 serials and 100+ electronic databases. We serve 250 faculty and 3,200 students, mostly undergraduate level. The library has 4 professionals and 2 support staff, and is an active member of the OhioLINK consortium.

Rank and Benefits: This is a full-time twelve month appointment as Assistant Director. Rank and salary are based upon experience and qualifications. Benefits include major medical, dental, and term life insurance. Ohio Public Employees Retirement System (OPERS) or Alternate Retirement Program (ARP).
To Apply: Submit letter of application, resume, and name, address, telephone number, and email address of three professional references to: Library Search; The Office of the Senior Associate Dean, Miami University Hamilton, 1601 University Blvd., Hamilton, OH, 45011. Review of applications begins January 2, 2007 and will continue until the position is filled. Miami University is an EOE/AA employer. Campus Crime and Safety Report - www.muohio.edu/righttoknow. Hard copy upon request.