Columbus College of Art & Design

Director of Library Services

Columbus College of Art & Design (CCAD) merged its library and computing organizations to form the Library & Information Technology department in 2020. We focus on strengthening natural areas of collaboration in our efforts to provide leadership, resources and expertise that empower CCAD's diverse students to unleash their creative power to shape culture and commerce. The department cherishes and carefully maintains its highly interactive work environment, and as such anticipates hiring a Director who is committed to hard work, collegiality, and laughter as a member of a team-oriented group. In general, we seek colleagues who are naturally curious, exhibit an openness to our existing affinity for inclusion and diversity of all sorts, who possess a willingness to change, and who embrace all that is made possible through collaboration.

Summary

The Director reports to the Chief Information Officer and ensures library activities support the mission of the college. The Director builds and sustains collaborative working relationships within and outside the library. They bear primary responsibility for Packard Library's staff, operations, collections and services; manage the library budgets; promote the highest possible library standards and ensure the effective coordination of services with the rest of the college community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide vision and leadership for Packard Library in support of the college's mission and goals
- Work directly with academic leadership, faculty and students, and ensure that librarians are fully engaged with faculty and students by providing relevant instruction, outreach, and support in a proactive and thoughtful manner
- Create and maintain an outreach program that is thoughtfully proactive, consistent, and regularly brings new and forward-thinking ideas to faculty about information resources and services in the teaching and learning process
- Establish and implement strategic goals and objectives for the library, including assessment
- Supervise, train, and evaluate library staff
- Manage eResources and systems, following academic and technological trends
- Prepare and manages the library budget
- Partner with faculty, academic deans and library staff in supporting the College's effort to integrate information literacy skills into the curriculum
- Serve on the L&IT Leadership Team
- Contribute to CCAD's commitment to diversity and inclusiveness

SECONDARY DUTIES AND RESPONSIBILITIES

- Approve materials for acquisition and deaccession
- Monitor the organization and maintenance of materials
- Set policies and procedures in accordance with library mission
- Develop grant proposals individually and in collaboration with faculty and staff
- Research developments of library spaces in education and determine which advancements will enhance the academic mission of the College
- Participate in the college community, including Academic Council and committees as requested
- Maintain relationships and explore opportunities for collaboration with other institutions

TERTIARY DUTIES AND RESPONSIBILITIES

- Represent CCAD and Library & Information Technology to regional and national associations and participate actively with various consortia; attend and/or present at appropriate conferences, seminars, and workshops
- Participate in the life of the College by attending campus events such as gallery openings, student exhibits, and invited speakers
- Assumes other duties as directed by the Chief Information Officer

SUPERVISORY RESPONSIBILITIES
Directly supervise full time and part time employees in the Library including:

- Archivist
- Cataloging and Instruction Librarian
- Instruction Librarian
- L&IT Services Coordinator
- Student Assistants (as needed)

This position carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

Our ideal candidate will be a creative leader with a deep understanding of and commitment to libraries and innovative pedagogy in higher education. We welcome applications from individuals with a variety of academic and non-academic experience.

Ideal candidates will possess the following:

- Experience developing and implementing a strategic plan/vision
- Experience partnering with other units on collections plans and pedagogy initiatives to serve overall educational and institutional goals
- A natural ability for building and leveraging consortial relationships to increase access to resources, improve efficiency of operations, and reduce costs
- Potential to maximize external resources to support innovation and excellence
- Experience managing financial and capital resources responsibility
- A participative leadership style that promotes mentoring, collaboration and professional development for the library team
- Demonstrated commitment to diversity, equity, inclusion and justice in all aspects of the position (hiring, student engagement, library content, accessibility etc.)
- Outstanding communication and interpersonal skills

Preferred Qualifications:
- Subject knowledge in the field of art and design
- Background negotiating with vendors and publishers

EDUCATION and EXPERIENCE
- A master's degree (or above) with five or more years experience is required.
- Experience at smaller colleges or universities who understand the dual demands of a working librarian and director

PHYSICAL DEMANDS

- The employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
- The noise level in the work environment is usually quiet.
- While performing the job duties, the employee is occasionally exposed to outside weather conditions.

COMPENSATION: This position is full-time, exempt. Compensation is commensurate on experience and qualifications. CCAD offers a benefits package including: vacation time, additional paid time off while the college is closed during winter break, sick time accrual, health and dental insurance, life and disability insurance, 403B retirement contribution, tuition remission, campus parking, and free admission to the Columbus Museum of Art.

HOW TO APPLY: Visit www.ccad.applicantpro.com/jobs/ to submit your application. When asked to upload application materials, please submit a resume/CV and a cover letter. If you are applying from any website other than CCAD or Indeed, you will receive a follow up email 3 hours after your initial submission directing you to follow the link and complete your application. You must complete this two-step process, or your application will be considered INCOMPLETE.

CCAD Vaccination & Booster Requirement Notice

Columbus College of Art & Design (CCAD) is committed to protecting our students, employees, and our communities from COVID-19. Toward that goal, and in consideration of guidance released by the state of Ohio, the U.S. Centers for Disease Control and Prevention (CDC), and a variety of public health authorities and professional organizations, CCAD is implementing a vaccination & booster requirement policy for its students and employees.

All employees, including on-campus, hybrid, or fully remote status, are required to receive the Covid-19 vaccination and booster shot (if eligible) as determined by CCAD and provide proof of their fully vaccinated/up to date status upon hire.

Reasonable Accommodation: Employees in need of an exemption from this policy requirement due to a medical reason, or because of a sincerely held religious belief, must request a Request for Accommodation form from Human Resources to begin the interactive accommodation process. Accommodation requests will be considered on a case-by-case basis and/or granted where they do not cause CCAD undue hardship or pose a direct threat to the health and safety of others.

Please direct any questions regarding this notice to Human Resources at humanresources@ccad.edu.

*CCAD reserves the right to modify, supplement, revise, or rescind any part of this notice as it deems necessary or appropriate with notification.

About CCAD:

Columbus College of Art & Design teaches a diverse undergraduate and graduate student body in the midst of a thriving creative community in Columbus, Ohio. Founded in 1879, CCAD is one of the oldest private, accredited, and nonprofit art and design colleges in the United States. CCAD offers 11 BFA programs in a variety of visual art and design disciplines, a Master of Fine Arts in Visual Arts, and a Master of Professional Studies in Retail Design that produce graduates equipped to shape culture and commerce at the highest level.

At the core of CCAD is The CCAD Way, one of Creative Collaboration, Intentional Inclusivity, and Proven Potential. Our Core Values of Respect, Positivity, Inspiration, and Accountability unite us. CCAD's Presidential Commission on Diversity, Equity & Inclusion works to help CCAD grow with intention into a more inclusive and equitable institution. Learn more at ccad.edu.

About Columbus:

As the 14th largest city in the country and the largest and fastest-growing city in Ohio, Columbus is collaborative, open, and dynamic. Between incredible arts and entertainment, exciting collegiate and professional sports, and a spectacular downtown riverfront of sprawling greenspace, Columbus has something for everyone. Here, you'll find all the culture and amenities you'd expect in a major city, with the friendly and approachable attitude of the Midwest. Franklin County, where Columbus is located, is the epicenter of the state's political, economic, and social presence and is home to 1.3 million residents with a median age of 34. Columbus is a top city for equality and was the recipient of a perfect score from the Human Rights Campaign in 2020. And central Ohio is serious about higher education: the Columbus region is home to 52 college and university campuses, with 22,000 annual college graduates. Because CCAD is closely tied to the city's numerous art and design spaces and ever-expanding districts, you'll have plenty of places to experience creativity and showcase your own.

EEO Statement:

As an educational and cultural institution, a culture of equity and inclusion is not an add-on at CCAD, rather it is central to how we define creative excellence and the health of our institution. CCAD believes that a culturally diverse campus is integral to academic excellence, and our student, faculty, staff, and trustee bodies should reflect the diverse world in which we live, with attention to race, ethnicity, religious creed, national origin, age, sex, sexual orientation, gender identity or expression, and ability. At CCAD, we are determined to foster an environment of inclusion and equity. CCAD is an equal opportunity employer and encourages applications from individuals who will contribute to its diversity.