

Northern Seminary

Position Description

Title: Director Library Services & Educational Technology

Department: Library

FLSA Status: Exempt, Full-time

Northern Seminary seeks an energetic, service oriented and collaborative professional to serve as the Director of Library Services & Technology. The ideal candidate will be responsible for providing high-quality, robust systems that facilitate search, discovery, and delivery of library services, especially in the digital space, and educational technology to the Northern campuses. This role will be responsible for the management of our remote learning platform which uses Populi and Zoom.

Position Summary: Reporting to the Dean of Academic Affairs, the Director of Library Services & Educational Technology is a key position. This role leads library services that support students and faculty in the discoverability of library sources in the digital realms. The Director of Library Services and Educational Technology is tasked with support of current systems and works on projects to deliver new services to better support a research focused environment and distance learning classrooms.

Knowledge & Skills:

- Evidence of ability to effectively implement a collaboratively developed vision for search, discovery, and delivery services in a complex research library environment.
- Ability to provide high-quality search and digital discovery services that meet the needs of diverse users throughout the seminary community.
- Knowledge of current and recent industry trends in search, discovery, and digital delivery systems.
- Ability to develop, implement, and assess business proposals and plans specifically information and educational technology proposals and projects.
- Experience with standard web browser display and application technologies (e.g., HTML, XML, CSS, JavaScript, CGI, XSLT), including usability, accessibility, and cross-browser compatibility issues.
- Demonstrated understanding of client/server environment, and some experience with software applications needed to administer application environments.
- Demonstrated proficiency and capabilities with personal computers and software, the Web, remote learning platforms, and library-relevant information technology applications. Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software.
- Oversee the delivery of remote learning through our Northern Live technology, working closely with IT services.
- Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty and student population.
- Capacity to thrive in a future-oriented environment of a growing institution and to respond effectively to changing needs and priorities.

Preferred Qualifications:

- Three or more years professional experience working as a Librarian or in a library with evidence of broad, in-depth technology and systems knowledge, skills, and experience with library technology, search and discovery, Web services, etc. – in an academic/research library setting.
- One year or more experience managing online instructional technology.

- Knowledge and experience with integrated library systems and related search and discovery products (such as Ex Libris, Alma, Primo) and demonstrated understanding of the trends related to the ongoing development of digital library systems and of emerging educational technologies and systems.

Education and Work Experience: ALA-accredited master's degree in Library and Information Science OR library experience with an MA in biblical and theological subjects.

Working Conditions:

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Duties are performed indoors.
- The employee is regularly required to sit; to use hands to finger, handle, or feel; to navigate computer programs and enter data via keyboard or equivalent means; to talk and to hear; to open doors and travel between floors by either stairs or an elevator.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- This is a fulltime, exempt position, and may be remote, with expectation to be on campus three times annually.

Equal Opportunity Employer/Statement of Faith

- Northern Seminary is an equal opportunity employer and welcomes applications from diverse candidates.
- Northern Seminary seeks candidates who are dedicated followers of Christ, have a sincere desire to be an integral part of the mission of the Seminary, and a demonstrated commitment to Northern's statement of faith and standard of conduct.

Applicants should email a cover letter and resume, describing the candidate's experience as relevant to the position. Applications will be reviewed on a rolling basis and will continue until the position is filled.

Northern Seminary
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