



## **WILLIAM V.S. TUBMAN UNIVERSITY**

**Tubman Town, MARYLAND COUNTY**

**MAILING:** P.O. BOX 3570 HARPER, MARYLAND COUNTY, REPUBLIC OF LIBERIA, WEST AFRICA  
**Monrovia Office:** 25<sup>th</sup> Street & Tubman Boulevard, Sinkor, Monrovia, Liberia

### **External Vacancy**

**Job Title:** Associate Dean of Libraries & Chief Librarian  
**Division:** Academic Affairs  
**FTE:** Full time - 40 hours  
**Accountable to:** Vice President, Academic Affairs  
**Location:** Harper, Liberia  
**Start Date:** April 1, 2023  
**Closing Date:** February 24, 2023

### **POSITION DESCRIPTION**

William V. S. Tubman University seeks a creative and experienced Associate Dean of Libraries and Chief Librarian to direct and oversee the activities of Libraries and learning resources of the University. Reporting to the Vice President for Academic Affairs and serving on the Academic and Dean's Councils, the Associate Dean of Libraries will provide strategic direction and vision for the Library. The Associate Dean will be responsible for the organization, administration, operation, planning, and evaluation of library services and learning resources, physical facilities, collections, budgets, and the professional development and evaluation of library faculty and staff. A collaborative and thought partner, the Associate Dean will provide strategic direction and vision for Libraries, as well as facilitate the implementation of its core services and long-term plans. As the Library's representative on campus-wide committees, the Associate Dean is the Chief advocate for recognizing the Libraries' value and impact on learning and student success, research productivity, and campus engagement.

Within a collegial and cooperative work environment, the Associate Dean will oversee the selection, mentoring, evaluating, professional development, promotion and retention of the Library's faculty and staff. The Associate Dean will guide Library faculty through the process of promotion and tenure.

The successful candidate will demonstrate a commitment to diversity and an inclusive working and learning environment in all aspects of policy, planning, operations, and service and will develop and sustain an organizational culture that embodies open and two-way communication, customer focus, learning and innovation, accountability, teamwork, respect, and trust.

### **ABOUT THE UNIVERSITY**

William V. S. Tubman University is the second public university in Liberia and is located in the southeastern city of Harper in Maryland County. The University was transformed from a Technical College created in 1978 to a full fledged university in 2009. William V. S. Tubman University aspires to be a center of quality and excellence. Its mission is to provide quality educational experiences that transform the lives of individuals for worthy services. Since its creation in 2009, the university has graduated 1,116 students.

The University offers bachelor's degrees in 24 disciplines across six (6) colleges – College of Engineering & Technology, College of Agriculture & Food Sciences, Elizabeth Davis-Russell College of Education, College of Health Sciences, College of Business & Management, and College of Arts and Sciences. In addition to the undergraduate programs, the University will receive its first batch of graduate students in March 2023. Graduate programs include MSc/Meng in Engineering Management, Master of Global Public Health, Master of Health Administration, Master of Education in Educational Leadership (Principalship), Master of Education in Curriculum & Instructions, Master of Science in Agronomy, Master of Science in Environmental Science, Master of Arts in Demography & Population Studies, and Master of International Human Resource Management.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

### **Specific:**

- Coordinate and lead on all aspects of the delivery of library services within the University.
- Drawing reference from the Strategic Plan, Teaching, Learning & Assessment Strategy, IT Strategy and other key strategies, and in conjunction with academic staff and other key stakeholders, ensure library services are high quality and meet the needs of students and staff. This will include taking a lead role on the continued development and implementation of the Library Strategy.
- Foster an environment of effective communication, internal networks and user groups to enable the healthy exchange of feedback, information and good practice in relation to library services, with a particular focus on academic liaison and student engagement
- Ensure that the Library is effectively represented in academic and student forums, ensuring issues affecting other parts of the Library are communicated internally accordingly.
- Contribute to Library, Academic Affairs, and University wide strategic and operational planning as required.
- Contribute to core academic processes as required, including quality assurance, evaluation, validation, and review.
- Lead on the continued development, implementation, and management of an effective and efficient operating model, drawing reference to the needs of students and academic staff and ensuring alignment to the academic organizational model.
- Develop and embed an integrated model for student induction, including training, and support, in relation to the effective use of learning resources, academic skills, and digital capabilities.

- Develop and implement a partnership model to facilitate effective liaison and engagement with key academic staff, to ensure that collection management is in line with Faculty and Department plans and curriculum design and development; this includes the development of a fully aligned collection management strategy

**Generic:**

- Manage day-to-day activities of the Library Service, ensuring full and effective participation of all staff in the activities of the group and provide advice and guidance to them in all aspects of their duties. This will include appraisal, time keeping, team meetings, goal and target setting, performance management, absence record keeping and managing staff development
- Liaise with external agencies and organizations, as appropriate, on the University's behalf.
- Foster relationships and networks among peers across the sector.
- Maintain an up-to-date authoritative knowledge of new developments within the library services sector, ensuring good practice and innovation is brought back and implemented at the University wherever possible.
- Take a proactive role in liaison with relevant suppliers and ensure effective working relationships are created and maintained.
- Liaise closely with key staff across the University to share and develop best practices and contribute to staff training and development activities.
- Undertake other duties as may from time to time be reasonably required.

**Managerial & Supervisory Responsibility**

- Supervision of (a) several work teams or work team leaders, (b) operative, administrative support, or paraprofessional employees, (c) workgroup involving the direction of skilled technical employees, (d) professionals in technical and skilled areas, and/or (e) subordinate supervisory personnel.
- Work involves managerial decision making and implementation. Work affects a range of professional projects or administrative activities of the University, influences internal or external operations, or impacts students, faculty, and/or staff.
- Commitment to a culture of openness, flexibility, and cooperation to achieve excellence at the University is expected.

**MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS:**

- Masters in Library and Information Sciences (PhD desirable) with at least eight (8) years of experience at the Senior Librarian rank.
- A thorough knowledge of the role of a University in knowledge creation and dissemination, and have demonstrated skills and expertise in harnessing of digitalized resources towards meeting the core role of a University.

**Other essential requirements:**

- Ability and willingness to work, manage, and supervise Library operations on 24x7 hour basis is necessary.

- Demonstrated experience in rapid turnaround of high-quality documents for management information and decision-making.
- Excellent data analysis skills (including high degree of proficiency in MS Excel and Library software systems), and excellent IT skills.
- Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner and work independently while contributing to the team spirit.
- Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information.
- Ability to analyze problems, identify solutions and take appropriate action to resolve problems using independent judgement and decision-making processes.

### **Personal Qualities**

- A high level of commitment and self-motivation and innovation.
- Methodical, determined and focused on the task in hand.
- Committed to learning and development to keep abreast with the changing academic administration environment.
- Honesty, integrity, and trustworthiness

### **APPLICATION**

To be considered, interested individuals should submit the following:

1. Curriculum Vitae
2. Salary Expectation
3. Names and contact details of two (2) referees
4. Student copy of all earned degree certificates and transcripts.