

## Director of Library Services and Assistant Director of the Center for Mennonite Brethren Studies

Tabor College invites applications for the position of Director of Library Services and Assistant Director of the Center for Mennonite Brethren Studies. This full-time, dual-role opportunity offers a dynamic blend of leadership in academic library services and engagement with the Center for Mennonite Brethren Studies through archival management and partnership in advancing its mission. The successful candidate will provide strategic vision for the library, oversee its programs and resources, and collaborate closely with faculty, staff, and students to enhance learning across the college. Applications are welcomed from individuals who combine professional excellence, a collaborative spirit, and a vibrant faith in Jesus Christ.

### **Primary Responsibilities:**

#### **Library Leadership & Vision**

- Lead and promote the mission of the library as a vital academic partner across all programs and disciplines
- Oversee the library's instructional programs, resource collections, and academic support services
- Foster a vision of excellence in library services, aligning with the college's mission and academic goals
- Build collegial relationships with faculty, staff, students, and administration to support diverse learning needs
- Communicate the role and value of the library to the campus and broader community
- Steward the library space to create an environment for research and collaborative learning

#### **Library Operations & Staff Supervision**

- Supervise library staff and student workers; provide guidance and professional development
- Coordinate acquisition, organization, and access to print and electronic resources

- Ensure high-quality service, research support, and information literacy instruction
- Maintain library policies, manage the budget, and oversee daily operations
- Collaborate with the Library Committee and participate in academic planning initiatives

#### **Center for Mennonite Brethren Studies (CMBS)**

- Collaborate with the CMBS Director to strengthen the relationship between CMBS and the Tabor Library
- Assist the CMBS Director in managing the collection, organization, and management of archival materials for the Heritage Collection and CMBS facilities.
- Assist the CMBS Director in managing staff and student workers who are engaged in managing CMBS collections.

#### **Required Qualifications & Abilities:**

- Master's degree in Library and Information Science (MLS or MLIS) from an ALA-accredited program
- Demonstrated leadership in academic library services
- Strong communication, collaboration, and organizational skills
- Experience supporting traditional and nontraditional learners across disciplines
- Has a demonstrable faith in Jesus Christ

#### **Preferred Qualifications & Abilities**

- Experience with OCLC's Worldshare Management Services
- Experience with LibGuides

#### **Candidates are requested to submit the following:**

- Letter of application
- Current curriculum vitae
- Transcripts (unofficial accepted for initial review)
- List of 3-5 references that can be contacted if necessary

Send application materials via email (preferred) to [facultysearch@tabor.edu](mailto:facultysearch@tabor.edu).

**Closing Date:**

Review of applications will begin immediately and proceed until the position is filled.

Tabor College is a Christian liberal arts institution with a mission to prepare people for a life of learning, work, and service for Christ and his kingdom. The successful candidate must readily embrace the mission (see <http://tabor.edu/about/mission-vision-values/>) and theological identity of Tabor College (<https://tabor.edu/about/theological-identity/>).

Women and underrepresented groups, especially those with proficiency in both English and Spanish are encouraged to apply.

Tabor College is an Equal Opportunity Employer. As an educational institution operating under the auspices of the United States Conference of Mennonite Brethren Churches, Tabor College is permitted, and reserves the right to prefer employees based on Religion (Title VII, Section 702-703, United States Civil Rights Act of 1964 as amended).