

NOTICE OF VACANCY

POSITION TITLE: Director of Nash Library

SALARY: \$70,000 annually

REPORTS TO: Vice-President of Academic Affairs

BENEFITS: Institutional fringe package includes pension plans, life, health, dental and vision insurance

POSITION DETAILS: Full-time; Exempt

HOURS: Monday-Friday; 8:00 AM to 5:00 PM

START DATE: July 1, 2026

SUPERVISORY DUTIES: 1 FTE librarian/archivist; 4 FTE student workers

POSITION SUMMARY:

The University of Science and Arts of Oklahoma (USAO) seeks an experienced and visionary leader to collaborate with the University community in Nash Library for ongoing excellence in supporting student success. The successful candidate for this position will be deeply knowledgeable about emerging technologies and will use that understanding as a foundation for leading the library toward a new vision of serving current and future needs of USAO students. **The Director's responsibilities comprise half of this position; the Director will also serve as a professional librarian.**

This position will oversee one professional FTE who has 25% library duties and 75% archive duties, and approximately 4 FTE student workers.

Nash Library houses and is responsible for the University Archives. The library is also home to, but has no management responsibilities for, the Student Success Center. Additionally, the library is home to two cats who fulfill many roles.

RESPONSIBILITIES:

- Provide vision and leadership for the library in support of the University's mission and goals.
- Plan, develop, and deliver high quality library services that are accessible to all students.
- Establish a process of ongoing review, assessment and improvement of library programs, resources and services that will evolve along with student needs and expectations.
- Collaborate with the directors of the university's academic and student support services to leverage strengths and expand opportunities to address student needs.
- Manage the library's operations with a focus on ongoing improvements.
- Oversee budget and operations to ensure the quality and integrity of all processes.
- Coordinate the library's Access Services functions, including personnel, policies, and procedures.

QUALIFICATIONS, EDUCATION & EXPERIENCE:

- Master's degree in Library/Information Science from an ALA accredited program
- A minimum of seven years of progressively responsible professional librarian and managerial experience, within a college or university library. **Preference will be given to candidates with experience at smaller universities who understand the dual demands of a working librarian and director.**
- Demonstrated budget management and effective stewardship of resources.
- Demonstrated knowledge of current and emerging technologies in library services, information technology and information literacy.
- Ability to leverage new technologies to develop a vision and new strategies to support changing student needs.
- Experience in meeting the diverse needs of stakeholders.
- Strong collaborative and communication skills
- Demonstrated understanding of program and service trends that support academic success.

ABOUT USAO: The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general

education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. For more information about USAO, see www.usao.edu.

TO APPLY:

Complete the USAO application at (<https://usao.edu/about/personnel.html>). Upon completing the USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts to hr@usao.edu.

Application review begins immediately and will continue until position is filled. Employment is contingent upon the results of a national criminal and sex offender background check.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.