



**Director of Research and Instruction Services  
John Bulow Campbell Library  
Position Description**

The Director of Research and Instruction Services, reporting to and under the direction of the Associate Dean of Information Services/Senior Director of the Library, is responsible for leading the research and instruction services of the library.

**Essential Functions:**

1. Lead the development, implementation, and maintenance of the library's reference, instruction, and research services initiatives. This function entails tracking and evaluating existing services, advocating for and enacting strategic changes, and developing policies and procedures governing these services in response to evolving needs.
2. Collaborate with the Office of Academic Affairs and members of the faculty as appropriate to develop and implement degree-focused information literacy plans, including assessment, strategic planning, curricular integration, instruction, and consultation.
3. Provide one-on-one reference and research support to patrons (students, faculty, and staff), both virtually and in person.
4. Design and execute engaging library education and information literacy learning experiences for all degree programs, Center for Lifelong Learning events, alumni events, and new faculty/staff, both virtually and in person.
5. Maintain and further develop a suite of asynchronous instructional and research support materials in multiple media formats for patron use.
6. Assist in developing, maintaining, and evaluating the collections to support the curriculum.
7. Oversee and coordinate library events and exhibits.
8. Serve as primary staff backup for the circulation desk and related functions.
9. Handle day-to-day responsibilities for the library in the absence of the Senior Director of the Library.
10. Collaboratively lead Information Services' initiatives related to scholarly communication, open access, intellectual property, artificial intelligence, and other emerging trends in the information professions with other Information Services leadership.
11. Adhere to seminary standards of professionalism, confidentiality, and integrity.
12. Other duties as requested.

**Minimum Qualifications:**

- Master of Library Science degree or equivalent from an ALA-accredited program
- Graduate degree in religion/theology
- Library reference experience
- Supervisory experience, with increasing levels of responsibility, in an academic library

**Knowledge/Skills/Abilities:**

- Reference and research skills
- Ability to teach library skills, research methodologies, and online searching techniques
- Knowledge of scholarly communication, open access, and copyright
- Knowledge of biblical languages
- Excellent interpersonal communication skills

- Strong commitment to a service-oriented library
- Ability to work independently and to take initiative
- Foster good communication and effective working relationships with faculty, staff, students, and library users

**Classification:**

- Full-time
- Exempt
- On-campus work only

**Physical Demands:** Although physical limitations for this position can be accommodated, the job's physical demands can include but are not limited to intermittent sitting, standing, stooping, crouching, bending, crawling, walking, pushing, and lifting objects to 40 lbs. Some night and weekend work, as needed. Work is performed in a library setting.

**Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work employees perform within this classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees for this job.

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