

**Assistant Director of Library Services & EBM Faculty / Ivins, UT**  
<http://rvuhr.catsone.com/careers>

**Rocky Vista University in Ivins, Utah has an immediate opening for an Assistant Director of Library Services / EBM Faculty.**

**RVU offers a full benefit package that includes 401(k), Health, Dental and Vision insurance, paid vacation, sick and holidays.**

**To be considered for this position applicants should submit a letter of interest, resume and salary requirement.**

**The campus of Rocky Vista University College of Osteopathic Medicine - Southern Utah (RVUCOM-SU) is located in Ivins, UT, 20 minutes from St. George, UT. RVUCOM is committed to the education of osteopathic physicians who are dedicated to excellence in the practice of medicine, demonstrate integrity and professionalism in their lives, while providing ethical, compassionate, holistic and culturally competent osteopathic medical care to their patients.**

**Final applicant will be required to pass background check and drug screening.**

**PRIMARY PURPOSE:** The Assistant Director of Library Services will further the mission and vision of Rocky Vista University by leading and overseeing the library on the Southern Utah Campus. The Assistant Director will also, along with the library Executive Team, be responsible for the development, management, and oversight of Frank Ritchel Ames Memorial Library's collections. These responsibilities will be accomplished in conjunction with the Director of Library Services and in collaboration with library faculty and staff colleagues at both locations. As a faculty member with an appointment in the Department of Medical Humanities, this individual will also share responsibility for the continued development and implementation of the Evidence-Based Medicine course on the Southern Utah Campus.

**ESSENTIAL JOB FUNCTIONS:**

**Library Leadership Component:**

1. Advocate for library services and resources that support teaching, learning, and research in the disciplines relevant to the degree programs offered by the University.
2. Develop strategic plans to meet the current and future needs of library users, including on-campus and off-campus students, faculty, staff, administration, and alumni.
3. Supervise and manage the daily performance of the Utah-based Library Coordinator. Assist in hiring, supervising, and evaluating additional library staff, in alignment with University policy. Perform administrative duties associated with supervision, such as scheduling, processing payroll, handling time off requests, etc.
4. Serve as a contact for students, faculty, staff, and administration on the creation, interpretation, and implementation of decisions relating to Library Services.
5. Partner with other RVU faculty in support of scholarly activities and research efforts.
6. Prepare and administer the operating budget in areas related to the provision of library services at the Southern Utah campus, in conjunction with the Director of Library Services.

7. Maintain a personal and professional development plan and portfolio, including documentation of teaching, professional development activities and plans, service provided to college and communities, scholarly activity and research to assure personal growth and continued competency within specialty fields.

**Collection Management Component:**

1. Select the best information resources for the University by soliciting faculty and student feedback, reviewing selection aids and scholarly reports, engaging in critical appraisal, and assessing cost effectiveness.
2. Compile and analyze usage statistics, using these records as a tool by which to maintain and update the collection.
3. Along with the Director of Library Services, arrange and negotiate external contractual relationships with book vendors, periodical agencies, automation vendors, and online service providers.
4. Collaborate with the Head Cataloger on all issues related to bibliographic control, including the acquisition of new resources (print and electronic) and electronic records management.
5. Oversee the designation of reserve and reference titles in accordance with the required and recommended reading lists.
6. Provide optimal access to electronic materials by managing the library's discovery service.
7. Closely monitor all subscriptions to ensure consistency in access and avoid lapses in coverage.
8. Maintain awareness of current developments in medical education and information services.

**Faculty Component:**

1. Participate, as a faculty member in the Department of Medical Humanities, in the evolution and implementation of the Evidence-Based Medicine course, as well as other initiatives spearheaded by the Department of Medical Humanities.
2. Provide library instruction to faculty and students.
3. Participate in curriculum development, assessment, and modification as a part of the University's ongoing quality improvement and assessment program.
4. Be available for student advising, tutoring, remediation, and mentorship when needed.
5. Demonstrated successful scholarly activity.

**MARGINAL JOB FUNCTIONS:**

1. Assist administration in special projects as necessary.
2. Participate in community and professional outreach activities on behalf of the University.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Demonstrated leadership in an academic setting.

2. Demonstrated expertise in large and small groups of teaching.
3. High degree of knowledge in information technology, including understanding and vision of emerging trends.
4. Excellent communicative, analytical, and problem-solving skills.
5. Strong customer service skills, including ability to communicate with both technical and non-technical personnel.
6. Advanced level of computer skills, specifically with Microsoft Office products.
7. Ability to multi-task effectively and efficiently.
8. Ability to work effectively, cohesively, and professionally in a team-based environment.
9. Demonstrated time management skills and ability to meet deadlines.

**MINIMUM QUALIFICATIONS:**

1. Terminal master's degree in librarianship from an ALA-accredited program.
2. A minimum of five (5) years of experience in an academic and/or medical library setting, including at least two (2) years of supervisory experience.
3. Instructional experience in a post-secondary academic setting sufficient to initial rank of Assistant Professor or higher.

**PREFERRED QUALIFICATIONS**

1. Proficiency with automated library systems, usage tools, and standards.
2. Experience in an accredited university, health profession college, or medical school.

**Rocky Vista University is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary.**