

**Institute Librarian**  
**Institute for Advanced Study**  
**Princeton, NJ**

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## **Institute for Advanced Study**

### **Institute Librarian**

The Institute for Advanced Study in Princeton, New Jersey, is one of the world's preeminent centers for fundamental inquiry and foundational discovery. As it prepares to embark upon its second century, the Institute seeks its first Institute Librarian to envision and expand library services for the next generation of an international community dedicated to curiosity-driven research and the free dissemination of knowledge. This leadership opportunity calls for an innovative and versatile library administrator who can combine operational excellence and expertise with a deep understanding of the Institute's mission, culture, and values.

For many years, the Institute has maintained two separate libraries on its campus: one for the School of Social Science and the School of Historical Studies, and one for the School of Mathematics and the School of Natural Sciences. The Institute Librarian will lead the development of their services and collections to ensure they remain responsive to the evolving needs of the Institute and its scholars. The Institute Librarian will also curate the library spaces, including a major venue under renovation that is expected to reopen in 2027, as well as the Shelby White and Leon Levy Archives Center. In addition, the Institute Librarian will steward the Institute's long-standing partnership with the Princeton University Library, building capacity for collaboration between institutions and their respective collections and services.

Supported by an endowment of \$1.3 billion, the Institute is well-positioned to sustain and augment the library resources that nourish the work of its 28 permanent Faculty and more than 250 visiting scholars who reside on its 600-acre campus. The library collections and archives are housed in a variety of campus spaces and locations that figure prominently in the Institute's design as a haven for discovery, offering abundant opportunities for solitude and encounter. Most importantly, the Institute Librarian will manage and direct the staff of 10 library and archives professionals who provide a high level of personalized support for the diverse needs of the Institute and its scholars.

Reporting to the Chief Operating Officer, the Institute Librarian will work closely with the Director and Faculty representatives from the Institute's Schools. The Institute Librarian will also serve as a member of the Director's senior management team and benefit from their cross-functional expertise and collaborative support.

### **Position Summary**

The Institute Librarian is the Institute's senior library professional with oversight for all library matters, including strategic planning, delivery of services, use of library facilities, development of digital and print collections, staffing, budgeting, and compliance. The Institute Librarian also convenes and administers the Faculty library committees and serves as the Institute's primary

liaison to the Princeton University Library and other external partners. In addition, the Institute Librarian oversees the Shelby White and Leon Levy Archives, an integral and unique component of the Institute's collection of scholarly resources.

### **Essential Job Duties**

#### *Strategic Leadership (60%)*

- Develop a strategic vision to ensure that in a rapidly evolving information environment, the libraries, archives, and staff continue to deliver services appropriate to the Institute's mission of advanced research and discovery.
- Work closely with Institute leadership, Faculty, and Members to prioritize library and archives services and the strategic allocation of resources.
- Lead, manage, and recruit staff to further the strategic and operational goals of the libraries and the archives.
- Oversee the continuing evolution of the Institute's collection development policies.
- Cultivate relationships with internal and external partners that will advance the Institute's goals and mission.

#### *Oversight and Management (30%)*

- Advance the Institute's research mission by planning, developing, and delivering high-quality, accessible library and archives services.
- Manage the operations of the libraries and archives with a focus on meeting the diverse needs of the Institute's scholars through exceptional service delivery and a commitment to innovation and the adoption of best practices.
- Develop and administer the annual budgets for the libraries and archives.
- Manage the Institute's collections in accordance with collection development policies.
- Collaborate with Faculty committees to develop agenda and priorities for consideration.
- Leverage technology to create deeper cohesion among academic resources and to support new and diverse research methodologies and interests among the Institute scholars.

#### *All other duties as assigned by the Chief Operating Officer and/or the Director (10%)*

### **Minimum Qualifications**

- Master's degree in Library Science (MLS or MLIS).
- Five years of related experience in library and information sciences as well as academic administration.
- Demonstrated knowledge of best practices and the ability to evaluate emerging trends and technologies related to libraries and archives.

- Demonstrated success in recruiting, leading, and managing library staff and in building cross-functional teams.
- Demonstrated success in building inter-institutional partnerships and collaborations.
- Demonstrated success in academic institutions requiring change management.
- Excellent written and verbal communication skills.

### **Supervisory Responsibilities**

- Librarian (3)
- Library Assistant (2)
- Archivist
- Bibliographic Specialist
- Interlibrary Loan Specialist

### **Working Conditions**

- Must be able to remain in a stationary position for prolonged periods of time.
- Public-facing position with frequent interaction with staff, faculty, and scholars.
- Ability to lift and carry up to 20 lbs.

The Institute for Advanced Study retains the right to change or assign other duties to this position at any time.

To perform this role successfully, an individual must satisfactorily perform each essential job duty. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

The anticipated pay range for this position is \$240,000 to \$270,000. We offer a comprehensive benefits package that includes medical, dental, and vision insurance; life insurance; short- and long-term disability coverage; flexible spending accounts; paid holidays; paid time off; tuition assistance; retirement plans; and an employee assistance program.

For consideration, please provide a cover letter with your resume using the link below.

<https://recruiting.paylocity.com/recruiting/jobs/Details/3987314/Institute-for-Advanced-Study/Institute-Librarian>

The Institute for Advanced Study is an Equal Opportunity Employer.

### **About the Institute**

Since its founding in 1930, the Institute for Advanced Study has served as a model for protecting and promoting independent inquiry, prompting the establishment of similar institutes around the world, and underscoring the importance of academic freedom worldwide. Current philanthropic support and a reliable stream of endowment-generated revenue allow its permanent [Faculty](#) and

visiting researchers (known as [Members](#)) to freely determine the course of their study. The Institute's mission and culture have produced an exceptional record of achievement. Among its present and past Faculty and Members are 37 Nobel Laureates, 46 of the 64 Fields Medalists, and 24 of the 28 Abel Prize Laureates, as well as many MacArthur Fellows and Wolf Prize winners.