

Associate Dean - Hunter Library - #002854
Western Carolina University
Cullowhee, NC

Department: Office of the Dean - Hunter Library

About WCU:

Western Carolina University continues to rank high on Forbes 'Best Employers' lists each year. Including:

- 2025 – Ranked 1st in the top 100 employers in North Carolina in Forbes 'America's Best Employers by State' list.
- 2024 – Ranking in the top 8.5% on Forbes 'America's Best Midsize Employers' list, WCU was ranked 34 out of the top 400 employers across all industries.
- 2023 – Ranked in the top 20% on Forbes 'America's Best Midsize Employers' list, WCU was ranked 97 out of the top 500 employers across all industries.
- 2022 – Ranked 14th in the top 100 employers in North Carolina in Forbes 'America's Best Employers by State' list.

Western Carolina University is the UNC system's westernmost campus and has been consistently ranked as one of the top 15 public regional institutions in the South. Employees of WCU are provided a comprehensive benefits package as well as other resources, policies and programs to ensure a happy and healthy work/life balance. Benefit eligible employees have access to dental, vision and health insurance plans – eligibility begins on the first of the month following date of hire. Retirement plan contributions begin on the eligibility date following election and include employer contributions for either a defined contribution or a defined benefit plan. Optional disability plans are also available.

Eligible employees have access to tuition waivers for up to three courses per academic year; employee may enroll at any of the constituent UNC System campuses. Also offered are free group exercise classes multiple times per week, a discounted membership to the campus recreation center, free vaccine and booster shots offered on campus, pretax flexible spending accounts, 12 paid holidays and 24 hours of paid community service leave each year. Leave earning employees (staff and 12-month faculty) who work at least half of the working days of their first month of employment will begin accruing vacation and sick leave immediately. Paid parental leave after 12 months of continuous service. WCU offers an abundance of training and development programs, certifications, workshops and conferences – many of which are offered free of charge.

Position Summary:

The primary location of this position is on-site in Cullowhee, NC. This position is designated as being exempt from the State of North Carolina Human Resources Act (EHRA).

Western Carolina University invites applications and nominations for the position of Associate Dean of Library Services. The Associate Dean will be a knowledgeable, experienced, adaptable, and highly capable administrator with a demonstrated record of success in building, leading, and sustaining new programs and partnerships in libraries. The position will require a broad understanding of higher education institutions and how libraries contribute to the university's teaching and learning mission. Functioning as the deputy director for library administration, the Associate Dean will be an integral member of the Hunter Library leadership team and will be expected to oversee library-wide programs and activities, including strategic planning and goal setting in assigned areas; marketing and communications; internal communications; and library assessment. The Associate Dean will supervise the Access Services Manager and guide operational matters such as policy building, interdepartmental communication, human resources, and assessment for the Circulation and ILL units.

As appropriate and delegated, the Associate Dean will represent the library in campus and community activities.

Reporting to the Dean of Library Services, this is a 12-month, non-tenure-track position. The Associate Dean serves as a resource for library faculty and staff, in a working environment that highly values collegiality, collaboration, and creativity.

Areas of responsibility will include:

- Library marketing, external communications, outreach and public relations
- Internal communication, including maintaining a newsletter for library employees and building tenants
- Leadership and coordination of library assessment and annual reporting
- Supervision of the Access Services Manager, assisting with policy development, human resources, interdepartmental communication, and decision-making
- Coordination of the library's internship program

Knowledge, Skills, and Abilities Required for this position:

Minimum Qualifications:

- Must be legally authorized to work in the United States without the need for employment sponsorship or any immigration-related assistance. Master's degree in library and information science from an ALA-accredited institution and 3+ years of progressive experience in academic libraries
- Minimum of five years of successful experience in public relations, communications, and/or library assessment
- Demonstrated familiarity with academic library operations
- Effective interpersonal communication and teamwork skills
- Proven experience running multiple, concurrent projects to completion

Preferred Qualifications:

- Successful supervisory experience
- Demonstrated experience in circulation, interlibrary loan, or related access services

Position Type: Permanent Full-Time

Special Instructions to Applicants:

Application materials must be submitted online. Review of applications will begin immediately and will continue until a candidate has been selected for hire.

Please include a cover letter, current resume and a list of three professional references with complete contact information.

For questions or additional information please contact Dana Boyer at [\(828\) 227-2325](tel:8282272325).

AA/EOE

Western Carolina University is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race; color; ethnicity; religion; sex; pregnancy; sexual orientation; gender identity or expression; national origin; age; disability; genetic information; political affiliation; National Guard or veteran status, consistent with applicable federal, state and local laws, regulations, and policies, and the policies of The University of North Carolina. Persons with disabilities requiring accommodations in the application and interview process please call [\(828\) 227-7218](tel:8282277218) or email at jobs@email.wcu.edu.

University Safety

The Western Carolina University Annual Safety Report is available online at University Annual Safety Report or in hard-copy by request at the office of the Vice Chancellor for Student Affairs, 227 HFR Administration Building, Cullowhee, NC 28723 [\(828-227-7147\)](tel:8282277147) or the Office of University Police, 111 Camp Annex, Cullowhee, NC 28723 [\(828-227-7301\)](tel:8282277301). The report, required of all universities participating in Title IV student financial aid programs, discusses crime statistics, procedures for reporting suspicious or criminal activity, security, police authority, crime prevention strategies, university policies on substance abuse and sexual offenses, workplace violence and fire safety.

To apply, please visit: <https://apptrkr.com/9841970>