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**Job Description – Associate Library Director**

 Department: Library

 Reports to: Library Director

**Position Summary:**

* Reporting to the Library Director and as part of the Library management team,
* The Associate Director of the Wenzhou-Kean University Library assists in the overall administration of the WKU Library;
* Supervises and manages one or more important sections of the Library including learning support and student services;
* Acts as the principal managerial assistant to the Director;
* Acts with the authority of the Director in his or her absence;
* Does related work as required. This position is located in Wenzhou, China and requires a flexible schedule which may include evening and weekend hours.

**Examples of Work:**

* Administers library outreach, reference and research support, class-coordinated library assignments and the establishment of services that positively impact student learning.
* Administers library liaison relationships with academic departments and divisions to facilitate faculty teaching and research goals and solicits faculty recommendations to improve library services and resources.
* Assists the Library Director with planning and directing the activities of the Library, including but not limited to setting goals, policies and procedures in accordance with WKU strategic goals and objectives.
* Consults with and seeks approval from the Library Director on unusual problems or policy matters, particularly if a decision by the Library will significantly impact other academic and administrative units.
* Establishes and maintains effective communication and cooperative working relationships with University administrators, faculty, staff, students, municipal officials, non-collection vendors, cultural organizations, diplomatic offices and other academic libraries, in order to accomplish the objectives of the University Library.
* Represents WKU and the Library at conferences, seminars or meetings, representing the Library Director when needed.
* Initiates and plans Library sponsored or co-sponsored conferences, seminars and workshops which maintain and enhance the status of the WKU Library.
* Serves on University ad hoc and standing committees, representing the Director when needed.
* Performs additional duties related to Library management and Student Affairs activities as assigned by the Library Director.

**Qualification:**

* Master’s degree from an accredited college in Library and Information Science from an accredited program.
* Minimum 3 years administrative or supervisory experience in an academic library setting.
* Demonstrated ability to plan, initiate and implement effective programs, projects and services.
* Excellent demonstrated organizational skills and demonstrated ability to solve problems and manage complex workflows.
* Excellent interpersonal and team collaboration skills; and the ability to work effectively in a fast-paced, rapidly changing environment.
* Excellent English language skills.
* Ability to work with faculty, staff and students in a culturally diverse environment.

**Preferred Qualification:**

* Second subject Master’s or Doctoral degree or equivalent academic course accomplishment is preferred.
* Successful academic publication history of scholarly papers, books, conference posters, or conference presentations.
* Excellent Chinese-English bilingual communication skill.

**Application:**

Please email cover letter, resume and contact information for three professional references to: Jovie JIANG, HR Specialist, Director-hiring@wku.edu.cn . Candidacy review begins immediately and continues until appointment is made. Official transcripts for all degrees and three current letters of recommendation are required prior to the starting date of employment.

**岗位书 -图书馆副馆长**

部门：图书馆 汇报：图书馆主管

**岗位职责：**

（1）负责与学校各教学部门的联络工作以协助教师教学、研究目标、获得教师推荐，改善图书馆服务与资源。
（2）协助图书馆馆长计划和指导图书馆活动，包括但不限于依照学校战略目标制定图书馆目标、政策、流程
（3）遇到异常问题或政策问题尤其是会很大程度上影响其他教学与行政部门的图书馆决策时，需要向图书馆馆长咨询并获得批准。
（4）为达成图书馆各项工作目标与学校各教职员工、学生、市政府官员、供应商、文化机构、涉外办公室及其他学术图书馆建立并维持有效的沟通与合作关系。
（5）在各大会议和研讨会上代表学校和图书馆，在需要的时候代表图书馆馆长
（6）为维护和加强我校图书馆地位，策划由图书馆发起或联合发起的会议、研讨会等工作
（7）服务学校特别及常务委员会，在需要时代表图书馆馆长
（8）承担馆长指派的涉及图书馆管理和学生活动的额外任务。

**聘任条件：**

（1）获得认证的图书馆或信息科学专业的硕士学位；
（2）至少3年的学术图书馆行政管理经验；
（3）需证明具备有效地进行策划、启动、执行项目及服务的能力；
（4）具备优秀的组织能力、解决问题的能力，管理复杂的工作流程；
（5）具备优秀的人际关系、团队合作协调能力，能够在快节奏的、快速变化的环境中有效开展工作；
（6）具备优秀的英语语言能力；
（7）具备在多元文化中与教职工、学生共事的能力。

优先条件：

（1）拥有第二硕士学位或博士学位或同等学术课程；
（2）有成功出版过学术论文、图书、会议海报或会议演示内容的经历；
（3） 优秀的中英文双语沟通能力。