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**Job Description –Assistant Director, Library**

Department: Library Report to: Director, Library

 **Position Summary**

* Assist in the overall administration of the WKU Library as part of the Library management team;
* Prepare all bilingual Library administrative documentation and report for in consultation with the Library Director as the principal managerial assistant to the Director;
* Manage all aspects of library physical facilities, including security, digital networks, climate systems, and the preparation of Library collections and services for moving the current location of the WKU Library to the future Student Learning and Activity Center (SLAC);
* Act with the authority of the Director in his or her absence and do related work as required;
* Assist the Director to do department’s budget and related work;
* Administer library liaison relationships with operation departments and divisions to facilitate library operations, plans, and goals;
* Monitor the WKU Strategic Plan to anticipate how the interdependence of many goals will effect Library goals and opportunities;
* Assist 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 operations;
* Advise the Director of internal and external reporting deadlines;
* Perform regular Library security audits to maintain our valuable collection. When the Library relocates to the SLAC, collaborate with campus security to maintain secure collections when the Library is closed but 24-hour facilities and access are provided for other areas;
* Consult with and seek 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;
* Establish and maintain effective communication and cooperative working relationships with University administrators, faculty, staff, students, municipal officials, vendors, cultural organizations, diplomatic offices and other academic libraries, in order to accomplish the objectives of the WKU Library;
* Represent WKU and the Library at conferences, seminars or meetings, representing the Library Director when needed;
* Conduct the administrative functions of Library-sponsored or co-sponsored conferences, seminars and workshops which maintain and enhance the status of the WKU and the Library;
* Serve on University ad hoc and standing committees, representing the Director when needed;
* Perform additional duties related to Library management as assigned by the Library Director;
* This position is a Chinese bilingual staff position and requires a flexible schedule which may include occasional evening and weekend supervisory hours.

**Preferred Qualification**

* Master or above from an accredited overseas college in Library and Information Science, Public Administration, or Business Administration;
* Bilingual fluency with Microsoft Excel;
* Over 5 years work experience in higher education;
* Experience with academic library management;
* 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;
* Ability to work with faculty, staff and students in a culturally diverse environment;
* Excellent English and Chinese language written and spoken skills;
* Working knowledge of integrated library systems (ILS);
* Experience with principles of project management and/or facilities management.

**岗位说明书–图书馆助理主任**

部门：图书馆 汇报：图书馆馆长

**岗位职责：**

1. 该岗位为图书馆管理团队的一部分，在图书馆综合行政事务方面协助馆长开展管理工作；
2. 作为馆长主要的管理事务方面的助理，按馆长意见准备所有部门行政事务双语文件；
3. 管理各类图书馆设施等，包括安保工作、数字网络、环境监测及做好届时将馆藏与各项服务搬至新馆（学生学习活动中心）的准备；
4. 馆长不在的情况下行使馆长的权利并按要求开展工作；
5. 协助馆长制定部门预算及完成相关工作；
6. 负责与校内其他部门、科室的工作联络、对接以促进图书馆日常运作、计划、目标的顺利开展；
7. 了解学校战略规划进展，将图书馆战略规划目标实施的推进与实现和其他部门相关联；
8. 协助馆长规划与指导部门活动，包括但不限于按学校要求制定目标、政策、工作流程；
9. 针对来自校内外的各项工作要求向馆长提出建议并把控进度；
10. 定期开展部门安全检查以确保馆藏安全。搬至新馆后，将需与校保卫部门协作在提供24小时服务的同时确保馆藏安全；
11. 针对特殊情况或政策问题征求馆长同意，尤其是对其他学术或行政部门有重大影响的问题；
12. 与教职工、学生、市政官员、供应商、文化组织、外交机构及其他学术图书馆建立并维持有效的沟通与合作关系以达成部门设定的目标；
13. 代表学校和图书馆出席各种会议与研讨会，在需要时代表馆长出席；
14. 举办由图书馆主办或协办的会议、研讨会等，维护和提升我校和图书馆地位；
15. 参加学校为应对紧急情况临时设立的应急小组，在需要时代表馆长；
16. 完成馆长交办的其他管理相关任务;
17. 该岗位适用于具备双语语言能力的中方行政人员，要求适应灵活的工作安排，偶尔会安排晚上或周末的监督管理工作。

**优先条件：**

1. 具备硕士及以上学位，有海外留学经历，图书馆与信息科学、公共管理或商务管理专业等相关专业；
2. 流利的中英文双语口语及书面表达能力，Microsoft Excel运用；
3. 5年以上高校工作经验；
4. 具有学术图书馆行政或管理经验；
5. 证明具备有效地计划、发起、执行各类项目与服务的能力；
6. 证明具备优秀的组织能力，解决问题与管理复杂工作流程的能力；
7. 具备优秀的人际交往与团队协作能力，在快节奏、快速变化的环境中有效开展工作的能力；
8. 具备在不同文化背景下与教职员工和学生开展合作的能力；
9. 具有优秀中英文双语口语及书面表达能力；
10. 具有ILS（图书馆综合系统）工作经验与相关知识；
11. 具备项目管理或设备管理经验。