Job ID: 4591

Job Title: Associate Dean of the Library (CSU Employees Only)

Full/Part Time: FullTime

Regular/Temporary: Regular

Job Code: 3306 Administrator III

Job Grade: Range A

Department: Library Assoc Dean-8326

CSUN's Commitment to You
CSUN is strongly committed to achieving excellence through teaching, scholarship, active learning and diversity. Our values include a respect for all people, building alliances with the community and the encouragement of innovation, experimentation and creativity. CSUN actively encourages qualified candidates to apply who demonstrate a commitment to serving a diverse student population as well as a commitment to maintaining an inclusive work environment.

About the University
Serving more than 38,000 students each year, CSUN is one of the largest universities in the United States. CSUN ranks 10th in the country in awarding bachelor's degrees to underrepresented minority students, fifth nationally in awarding master's degrees to Hispanic students and enrolls the largest number of deaf and hard-of-hearing students of any U.S. state university. CSUN's 171 academic programs and engaged centers enjoy international recognition for excellence. CSUN currently partners with more than 100 institutions of higher education in 22 countries around the globe and attracts the largest international student population of any U.S. master's level institution. Situated on a 356-acre park-like setting in the heart of Los Angeles' San Fernando Valley, the campus features modern educational buildings and world-class LEED Gold-certified performing arts and recreational facilities recognized as among the best in the country. CSUN is a welcoming university that champions accessibility, academic excellence and student success.

About the Department
The California State University, Northridge's Oviatt Library provides educational, cultural, and information services and resources to the students and faculty. Its primary mission is to support and supplement classroom and independent learning; facilitate student and faculty research; and provide students with lifelong skills in identifying, locating, evaluating, and synchronizing information. Over 22,000 students participate in formal library instruction on an annual basis.
The Library's collections include over 1.4 million volumes and subscriptions to more than 72,000 journals. Access is provided to over 200 online databases and some 425,000 eBooks. Specialized service areas include a music and media center, assistive technology labs, special collections and archives, teacher's curriculum center, and student access computer labs containing over 300 workstations, laptops, and tablets. Current Library faculty and staff include approximately 25 tenure-track full-time librarians and 60 full-time paraprofessionals.

**Responsibilities**

The Associate Dean reports to the Dean of the Oviatt Library and serves as deputy to the Dean, and assumes responsibility for the Library in the Dean's absence. Represents the Dean at campus and system-wide meetings as required. Works as part of the Library administrative team to plan Library services, facilitate operations, and resolve issues. The Associate Dean is primarily responsible for Access Services, which includes the following service areas: Circulation Services, Interlibrary Loan, Reserve-Periodicals-Microform, Special Collections and Archives, Teacher Curriculum Center, and Music and Media, and works closely with instructional faculty, Library faculty, and staff to ensure that the needs of students and faculty are met. Focuses on how the Library can meet the research and teaching needs of the University. Provides excellent customer service. Provides leadership in planning for new services, and for policy and procedural changes for existing services. Creates special reports as needed.

**Qualifications**

Minimum of a graduate degree in library science from an ALA-accredited library school or a school of equivalent quality if outside the United States or Canada. Relevant administrative experience, preferably in an academic library. Ability to communicate and relate effectively to diverse groups. Demonstrated abilities of leadership, decision-making, participative management, assessment, and sound fiscal and human resource management. Must possess knowledge of technology applications in a library setting. Demonstrated ability to provide quality library service in a changing environment. Excellent interpersonal skills.

**Pay, Benefits, & Work Schedule**

Salary is commensurate with knowledge, skills, and experience. The University offers excellent fringe benefits.

**General Information**

This position is a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission. The selected candidate is required to pass a thorough background investigation. Additionally, the person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements as set forth in CSU Executive Order 1083 as a condition of employment.
How To Apply
Candidates must submit a cover letter and current resume including the names and contact information of three professional references by the application deadline. Submit application to:

Chair, Search and Screen Advisory Committee, Associate Dean Search
c/o Office of the Dean - Oviatt Library
California State University, Northridge
18111 Nordhoff Street
Northridge, CA 91330-8326

Application Deadline: April 17, 2015

Effective Date of Appointment: August 1, 2015

For more detailed information on the application and hiring process, please view the link below:

http://www.csun.edu/careers

Equal Employment Opportunity
California State University, Northridge is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Applicants who wish to request an accommodation for a disability may contact the Office of Equity and Diversity at (818) 677-2077.