



University of Balamand

University Libraries

Job Vacancy: University Librarian

Deadline for application: June 10, 2021

Job Summary:

Provides leadership in offering main services and resources to support and improve the UOB students, faculty members and staff experience in teaching, learning and research. This includes managing the UOB Libraries physical facilities and virtual presence, as well as research data and analytics through the UOB Scholar Hub.

Key Responsibilities:

- Maintains a good knowledge of the learning, teaching and research needs at the University and identifies the best ways to meet those needs
- Manages all the Library technical and public services by planning and implementing different processes and procedures
- Develops the Library collection to meet the teaching, learning and research requirements at the University
- Manages the Library team by developing and promoting a culture of collaboration, innovation, and continuous progress within the Library
- Maintains up-to-date technology and digital initiatives to enhance the users' experience
- Prepares annual budget for the University Libraries and monitors the expenditures through the fiscal year
- Manages the Library physical facilities to keep the space as attractive and as welcoming as possible
- Manages the UOB institutional repository mainly by continuously improving its accessibility and visibility
- Provides research output data and metrics when needed through the UOB Scholar Hub and available citation databases
- Oversees the information literacy program on both the undergraduate and graduate levels

- Promotes the Library facilities, services, and resources in innovative ways
- Works closely with key stakeholders at UOB and aligns the Library services and resources accordingly
- Provides reports when requested to support accreditation processes
- Represents the UOB Libraries in professional events internally and externally and monitors the latest trends in library services and higher education as well
- Undertakes other duties and serves on different committees as determined by the administration.

Minimum Qualifications and Experience:

- Master's degree in Library and Information Science from an ALA-accredited institution or equivalent
- 8 years of management experience in an academic library
- Knowledge of budgeting and negotiating mainly for electronic resources
- Knowledge of digital institutional repositories
- Knowledge of recent developments in library technologies
- Good communication and interpersonal skills
- Excellent knowledge of English language; good knowledge of French and Arabic languages

Thank you for your interest. If you wish to apply, please send your curriculum vitae along with a covering letter to hr@balamand.edu.lb , no later than June 10, 2021. Please include in the subject line: University Librarian.