Position Details

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 14,000 students. CSI proudly serves a highly diverse student population. More than 50 percent of our students are women and nearly half are from historically underrepresented groups. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate’s, bachelor’s, master’s and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI’s internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. In addition, CSI faculty participate in 31 of the 34 CUNY doctoral programs offered through the Graduate Center in Manhattan, mentoring more than 180 students. Over 130 of these doctoral students participate full time on the CSI campus, primarily in the departments of Biology, Biochemistry, Chemistry, Computer Science, Earth & Environmental Science, Psychology, Physical Therapy, and Physics. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The Associate Dean and Chief Librarian reports directly to the Provost and Senior Vice President for Academic Affairs and is a member of the Deans’ Council. S/he is responsible for administration and planning of all Library operations. Responsibilities include strategic leadership for all functions of the Library, implementation of appropriate technologies; assessment of Library programs, operations, and services; recruitment and supervision of faculty and staff, including support of their professional development; development of policies and implementation of procedures to ensure the safety of the Library collections and facilities; ultimate oversight of the College Archives and Special Collections; and preparation, submission, justification, and expenditures of the Library budget. The Chief Librarian engages in outreach, marketing, and collaboration by participating on appropriate College-wide committees and in local, regional, and professional organizations, and by representing the College at professional conferences.

The Library has twenty-nine professional staff, thirteen of whom are full-time faculty librarians. It also has thirty-six clerical support staff, six of whom are full-time. The diversity of the staff greatly enhances the Library’s services to the CSI community. Total expenditures for materials in fiscal 2016 was $717,800. Collections in support of the College’s instructional, curricular, and research needs include 223,313 print books, 480,705 e-books, 99,079 online journals, and 165 online databases, among other materials. The CSI Library is an active participant in the twenty-four CUNY campus library loan program. LIB 102, an elective one-credit library research course, is taught by faculty librarians.

Essential Responsibilities and Duties:

- Grow and leverage Library resources and collections that include demand-driven, evidence-based, and access-to-own models.
- Create, implement, and manage assessment cycle for collections and services.
- Engage library faculty to further advance information literacy skills and critical thinking across the student population.
- Support the development of services and programs promoting the use of open-access textbooks and other open educational resources.
- Collaborate with IT on matters pertaining to infrastructure and networking that affect the Library.
- Promote and market library services and resources to existing and potential users.

Qualifications
This position is in CUNY's Executive Compensation Plan. All executive positions require a minimum of a Bachelor's degree and eight years' related experience.

The successful candidate will have:
- An ALA-accredited Master’s degree in library/information science and a second graduate degree.
- A record appropriate for a tenured faculty appointment.
- A minimum five years of professional library work in an academic or research library.
- A record of successful leadership, management, and experience in strategic planning.
- Excellent interpersonal, written, and oral communication skills.
- A demonstrated ability to build collaborative relationships across the campus in support of Library services.
- Commitment to higher education in a multicultural setting and to an open administrative system with shared governance.

Strongly Preferred:
- An earned doctorate from an accredited institution and a record appropriate to a senior faculty appointment.
- At least three years of supervisory/management experience in an academic or research library.
- An understanding of trends in library technology, and their impact on instruction and research.
- A record of active professional engagement at the regional, state, and national levels.
- Experience in fiscal affairs and in faculty and staff development.

CUNY TITLE

Associate Dean

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, please visit http://cuny.jobs/ and enter the Job ID# in the “What” section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

January 12, 2018; with the review of applications to begin on December 7, 2017.

JOB SEARCH CATEGORY

CUNY Job Posting: Executive

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.