Position Details

Get to Know Us!

Marshall University is a public comprehensive university with a rich history as one of the oldest institutions of higher learning in West Virginia. Founded in 1837 and named after Chief Justice John Marshall, designer of the Constitution, Marshall University advances the public good through innovative, accredited educational programs. We are located in downtown Huntington, West Virginia, with additional locations in South Charleston, Point Pleasant, Teays Valley and Beckley. Marshall University’s mission, inspired by our Vision and Creed, is a commitment to:

- Offer a wide range of high quality, affordable, and accessible undergraduate, graduate, and professional education that prepares students to think, learn, work, and live in an evolving global society.
- Create opportunities and experiences to foster understanding and appreciation of the rich diversity of thought and culture.
- Maintain a dynamic intellectual, artistic, and cultural life by supporting and conducting research and creative activities by undergraduates, graduates, and faculty.
- Contribute to the quality of life of the community, region, and beyond through applied research, economic development, health care, and cultural enrichment.
- Cultivate the development of an inclusive, just, and equitable community.

Come Meet Marshall and discover what it means to be part of the Marshall University family!

Come join our Herd!

We are committed to attracting and retaining quality faculty and staff. In doing so, Marshall University offers outstanding benefit packages to eligible employees only. (E-Class in the job posting). Marshall University Research Corporation (MARCOR) employees have different benefit options than those listed below.

- Work week is 37.5 hrs.
- A great highlight in December is that Marshall University employees receive almost two weeks off for Winter Break!
- Holidays – Employees receive 13 Paid holidays.
- Annual and Sick Leave – Classified Staff, Non-Classified Staff and 12-month Faculty earn up to 24 days of annual leave per year (max 360 hours) and up to 18 days of sick leave per year. (* Employee Leave*
- Health Insurance – Marshall University offers health insurance through West Virginia Public Employees Insurance Agency (PEIA). There are seven (7) health benefit plans.
- Educational/Fusion Benefits – Marshall University provides tuition benefits to regular employees (after probationary period) and their dependent children.
- Retirement Plans – Marshall University offers retirement through Teachers Insurance and Annuity Association (TIAA). Full-time benefits eligible employees must participate in the mandated retirement plan (401[k]).
- Life Insurance – Basic term life insurance ($10,000) at no cost and may purchase optional life insurance coverage with pre-tax earnings.
- Wellness Programs – PEIA provides various care management programs and the Pathways to Wellness program.

We are . . . Marshall!

Banner Position Number 007064
Position Title Head of Digital and Technical Services (D&Ts)
Classification Title Assoc Prof/Librarian III
Department Library - MJU066
Job Description Associate Professor/Librarian III or Professor/Librarian IV commensurate to experience. "A second graduate degree is required for an appointment to Professor/Librarian IV.
This position is a 12-month non-tenure/tenure-track faculty.

The Marshall University (MU) Library system seeks a forward-thinking and collaborative individual with management experience for the technical library units responsible for the discovery and lifecycle of print, electronic, and digital assets in the MU Library collections. A dynamic leader is needed to ensure smooth workflows across discovery systems and a high level of accuracy and quality of records. The MU Library system consists of four libraries and close to 50 faculty, staff, and student employees. The system needs an experienced Head of Digital and Technical Services (D&Ts) to direct the work of a critical library department comprised of several moving parts: responsible for materials acquisitions, technical processing, information discovery, and managing open and managed scholarly content; this department head will oversee the daily operations of their unit and facilitate strategic planning and meeting an evolving mission in concert with library colleagues, the library administration, and the university at large. With an annual library budget close to five million, the MU library system supports a multicampus R2 university of about 11,500 students on the banks of the Ohio River in southwestern West Virginia.

Duties include but are not limited to:
- Supervise a department of ten full-time faculty/staff in the following information support areas within Digital and Technical Services (D&Ts): possess direct working knowledge of each of these areas to aid with the administration of the systems, workflow, and software utilized.
- Cataloging, Metadata, and Serials.
- Scholarly Communications (includes open educational resources [OER], Open Access, and the university’s Institutional Repository, Marshall Digital Scholar [MDS]).
- Library Website Management.
- Electronic Resource Management (ERM).
- Serve as the primary systems administrator for several library enterprise systems (online public access catalog [OPAC], interlibrary loan [ILL], Marshall Digital Scholar [MDS], etc); manage and promote library collaboration and interoperability between and within systems and library departments; facilitate training and daily management of the workflow for digital and technical library systems.
- Participate in the selection of new and emerging technologies.
- Develop and maintain a comprehensive knowledge of vendors and services.
- Participate in planning, decision making, and budgeting.
- Participate in development and implementation of new policies and procedures.
- Serve on the library’s Academic Affairs Committee and the Budget Committee.
- Serve on the library’s Academic Affairs Committee and the Budget Committee.
- Participate in professional development and service activities required of the annual faculty retention process.
- Perform other duties as assigned.

Location
MU - Marshall University

Salary Range
Salary is commensurate with qualifications, experience, and internal equity.

Qualifications
Must be able to perform all essential job duties as outlined in the job description.

Required Qualifications

- American Library Association Accredited Master’s Degree in Library Science.
- Second MALS, EDIS, or Doctorate to be eligible for the rank of Professor/Librarian IV.

Preferred Qualifications

- Minimum of ten years of academic library experience managing one or more functional units within one or more library technical services units.
- Must be able to perform all essential job duties as outlined in the job description.

Posting Detail Information

Posting Number MJU1266F
Supplemental Questions
Required fields are indicated with an asterisk (*).

Applicant Documents

Required Documents
1. Cover Letter
2. Curriculum Vitae
3. Unofficial Transcripts

Optional Documents
1. Resume
2. Leadership Philosophy